
Resignation Letter for Teacher in Private School

[Your Name]

[Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Head of School's Name]

[School Name]

[School Address]

[City, State, Zip]

Subject: Resignation Notice

Dear [Head of School's Name],

Please accept this letter as my formal resignation from my position as [Your Position] at [School Name], with my last day being [Last Working Day]. This decision comes after considerable thought and is influenced by factors that require me to alter my professional path.

I want to extend my deepest gratitude for the professional development and personal growth opportunities provided to me during my time at [School Name]. It has been an honor to contribute to the school's mission and to support the development of our students.

I understand the importance of a smooth transition, especially in a private school setting, and I am fully prepared to assist in any way to minimize disruption. This

includes providing detailed documentation, recommending potential replacement candidates, and aiding in the onboarding process of a new teacher.

I am thankful for having had the chance to work with such a dedicated team and for the positive experiences that have enriched my professional journey.

Thank you for your understanding and support. I wish [School Name] continued success and hope to remain in touch in the future.

Best wishes,

[Your Name]