

Teacher Resignation Letter PDF

[Your Name]

[Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, Zip]

Subject: Resignation from the position of [Your Position]

Dear [Principal's Name],

I am writing to formally announce my resignation from my position as a teacher at [School Name], effective two weeks from today, [Last Working Day]. This letter serves as my official notice, aligning with the requirements of my employment contract.

My decision to resign comes after much deliberation and is driven by personal reasons that necessitate my full attention. I assure you this decision was not made lightly, and I deeply regret any inconvenience it may cause to the school and the students.

During my tenure at [School Name], I have had the privilege of working with an exceptional team of educators and have been part of a nurturing and dynamic educational environment. The experiences and skills I've acquired here will undoubtedly benefit me in my future endeavors. I am profoundly grateful for the support and opportunities provided to me.

I am committed to ensuring a smooth transition and am willing to assist in any way possible during this period. This includes helping to find a suitable replacement or training my successor to uphold the high educational standards of [School Name].

Please let me know how I can facilitate this process further. I would also appreciate your guidance regarding the formalities involved in my resignation.

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

Sincerely,

[Your Name]