
Teacher Resignation Letter Sample

[Your Name]

[Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[School Administrator's Name]

[School Name]

[School Address]

[City, State, Zip]

Subject: Resignation from [Your Position]

Dear [School Administrator's Name],

I am writing to submit my resignation from my position as [Your Position] at [School Name], effective [Last Working Day]. This was not an easy decision and came after thoughtful consideration of my career and personal goals.

I am immensely thankful for the opportunities I have had to make a difference in the lives of our students and to grow professionally and personally. The support and camaraderie within the school have been unparalleled, and I am truly grateful for the time I have spent as part of this community.

I am fully committed to assisting with the transition of my duties to ensure continuity for our students. I am happy to help in whatever capacity necessary during my remaining time, including participating in the search for and training of my replacement.



Thank you for your understanding and support during this time. I look forward to seeing the continued success of [School Name] and am hopeful our paths will cross again in the future.

Sincerely,

[Your Name]