

Teacher Resignation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to formally submit my resignation from my position as [Your Job Title] at [School Name], effective [Last Working Day, typically two weeks from the date of the letter]. This decision has not been taken lightly, and I have given it much thought and consideration.

Over the past [Duration of Employment], I have had the privilege of working with exceptional students and a dedicated team of colleagues. I am grateful for the opportunities for personal and professional growth that this school has provided me.

However, after careful contemplation, I have come to the conclusion that it is time for me to pursue new challenges and opportunities outside of the education field. This decision will allow me to focus on my personal development while exploring different career paths.

I assure you that I am committed to ensuring a smooth transition during my remaining time at the school. I am willing to assist in any way possible to help find a suitable replacement and provide them with the necessary information and resources to carry on the excellent work being done at [School Name].

I want to extend my sincerest gratitude to the school administration, my fellow teachers, the

students, and their families for the support and camaraderie I have experienced during my tenure here. It has been an incredible journey, and I will cherish the memories I have made with this community.

Please let me know if there are any specific tasks or projects that you would like me to focus on during the transition period. I am more than willing to collaborate with my colleagues to ensure a seamless handover.

Once again, I thank you and the entire [School Name] family for all the wonderful experiences and cherished moments.

Wishing the school continued success and growth in the future.

Sincerely,

[Your Name]