

# Formal resignation for professional transition

Subject: Resignation from Teaching Position

Dear [Principal's Name],

I am writing to formally resign from my position as [Subject/Grade] Teacher at [School Name], effective [Last Working Day, typically after notice period]. This decision was not easy, but after much consideration, I believe it is the right step for my personal and professional growth.

I am committed to making this transition as smooth as possible. I will complete all grading, lesson plans, and administrative responsibilities, and I am happy to assist with training or orientation for my replacement.

I want to express my heartfelt gratitude for the opportunity to work at [School Name]. Teaching here has been a rewarding experience, and I will always value the relationships I have built with students, colleagues, and parents.

Thank you for your understanding and support.

Sincerely,

[Your Full Name]

**Get more templates here:** <https://www.lettersandtemplates.com/letters/teacher-resignation-letter>