

Resignation Letter Sample for Primary School Teacher Position

Dear [Principal's Name],

I am writing to formally resign from my position as a primary school teacher at [School Name], effective [Last Working Day, e.g., June 30, 2024]. This decision was not made lightly, as my time at [School Name] has been a highly rewarding and formative experience.

I would like to express my sincere gratitude to you, my colleagues, and the entire school community for the encouragement, support, and opportunities I have received during my tenure. Teaching at [School Name] has allowed me to grow both professionally and personally, and I am truly thankful for the memories and relationships I have built here.

Over the coming weeks, I am committed to ensuring a smooth transition for my students and the school. I am happy to help with lesson planning, organizing classroom materials, and facilitating a handover to my successor. Please let me know how I can best assist during this period.

Thank you again for the opportunity to be a part of such a wonderful school community. I wish [School Name] continued success in the future.

Sincerely,
[Your Name]