

## Formal Resignation Letter with Notice Period (Teacher Position)

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Principal's Name]  
[School Name]  
[School Address]  
[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to formally resign from my position as [Your Position, e.g., Mathematics Teacher] at [School Name], effective [Last Working Day, typically after notice period as per contract], in accordance with the notice period stipulated in my employment contract.

Please consider this letter as my [number of weeks] weeks' notice of resignation. My final working day will be [Last Working Day], which allows sufficient time for the transition and ensures minimal disruption to the students and the school's academic progress.

I would like to express my sincere gratitude for the opportunities and experiences I have gained during my time at [School Name]. It has been a pleasure working with such dedicated colleagues and inspiring students. I am committed to supporting a smooth transition and am happy to assist in the handover process or in finding and training a suitable replacement.

Thank you for your guidance, support, and understanding. I hope to maintain a positive professional relationship moving forward.

Sincerely,

[Your Name]