

Teacher Resignation Letter with Notice Period Compliance

[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 [Subject/Grade] Teacher at [School Name], effective [Last Working Day, e.g., 30 June 2024]. In accordance with the notice period specified in my employment contract, this letter serves as my [number of weeks/months, e.g., four weeks] notice.

I have greatly appreciated the opportunity to teach at [School Name] and to work alongside such dedicated colleagues and inspiring students. The experiences and professional growth I have gained here will always be valued.

During the notice period, I am committed to ensuring a smooth transition by completing my responsibilities, preparing lesson plans, and providing any necessary assistance in the handover process.

Thank you once again for the support and opportunities during my tenure. Please let me know if there is anything further I can do to aid in the transition.

Sincerely,

[Your Name]