

## Teacher Resignation Letter Sample

[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, typically two weeks from the date above].

I want to express my sincere gratitude for the opportunities, guidance, and support I have received during my time at [School Name]. Working alongside such dedicated colleagues and inspiring students has been a truly rewarding experience that has contributed greatly to my professional and personal growth.

I appreciate the trust and encouragement provided by the administration, and I am thankful for being part of a community committed to excellence in education. I will do my best to ensure a smooth transition and assist in any way I can during my notice period.

Thank you again for the opportunity to be a part of [School Name]. I wish the school, staff, and students continued success and growth in the future.

Sincerely,  
[Your Name]