

Resignation Letter Sample for Teaching Assistant Post

This **resignation letter sample for teaching assistant post** provides a professional template for individuals seeking to formally notify their employer about their decision to leave their position. It highlights the importance of clear communication, expressing gratitude for the opportunity, and maintaining a positive tone to ensure a smooth transition. This sample helps teaching assistants effectively convey their intent to resign while preserving good relationships with their school or educational institution.

Sample Resignation Letter

[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 Teaching Assistant at [School Name], effective [last working day, typically two weeks from the date above]. This decision was not easy and took careful consideration. However, after evaluating my career goals and personal circumstances, I have decided to pursue other opportunities.

I want to express my sincere gratitude for the opportunities for professional and personal development that you have provided me during my time at [School Name]. It has been a pleasure working with the staff and students, and being part of such a supportive environment.

I am committed to making this transition as smooth as possible and am happy to assist in any way I can during my notice period. Please let me know if there are specific tasks you would like me to focus on before my departure.

Thank you again for the opportunity to be a part of [School Name]. I look forward to staying in touch and wish the school continued success.

Sincerely,
[Your Name]