

Resignation Letter Template: Part-Time Teaching Position

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

[Recipient's Name]
[Title/Position, if known]
[School/Institution Name]
[School Address]
[City, State ZIP Code]

Dear [Recipient's Name / "Principal"],

I am writing to formally resign from my position as a part-time [Subject] teacher at [School/Institution Name], effective [last working day, typically two weeks from the date above].

This decision was not made lightly, and comes after careful consideration of my current personal and professional circumstances. [Optional: Briefly state reason for resignation, e.g., due to increased family commitments/workload/career change.]

I am grateful for the valuable experiences and opportunities that [School/Institution Name] has provided me during my time here. I've greatly enjoyed working with my students and colleagues, and appreciate the support and encouragement I have received.

I am committed to ensuring a smooth transition and will do everything I can to complete my current responsibilities and assist with the handover process during my notice period.

Thank you again for the opportunity to be part of your teaching staff. I wish the school continued success in the future.

Sincerely,
[Your Name]