

# Formal Resignation Letter Template for Teachers

This sample formal letter for resignation from a teaching position provides a clear and professional template for educators intending to formally notify their school administration of their decision to leave their teaching role. It includes essential elements such as the date of resignation, a polite expression of gratitude for the opportunity to work, and a commitment to ensure a smooth transition for students and colleagues. Using this structured format helps maintain positive relationships and upholds **professionalism in educational career changes**.

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## 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 [Subject] Teacher at [School Name], effective [Last Working Day, e.g., two weeks from today, Date].

I have greatly valued the opportunity to work with the dedicated staff and inspiring students at [School Name]. I am sincerely grateful for the support and encouragement I have received throughout my tenure.

To ensure a smooth transition, I am committed to assisting in any way necessary during my remaining time here, including helping to find and train a suitable replacement, and preparing lesson plans and materials.

Thank you for the invaluable experiences and opportunities for professional and personal growth. I look forward to staying in touch and wish the school continued success.

Sincerely,  
[Your Name]