

Resignation Letter Sample for Teaching Position (Two Weeks Notice)

[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 [Your Teaching Position] at [School Name], effective two weeks from today, with my last working day being [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as I have greatly enjoyed working with the students, staff, and administration here. I am truly grateful for the opportunities and support I have received during my time at [School Name]. The experiences and knowledge I have gained will always remain important to me.

I am committed to ensuring a smooth transition during my remaining time. Please let me know how I can help during this period, whether it's assisting with finding a replacement, preparing lesson plans, or supporting my students in the transition process.

Thank you once again for the opportunities and guidance you have provided me. I look forward to staying in touch, and I wish the school continued success in the future.

Sincerely,
[Your Name]