

Teacher Resignation Letter Sample for Better Job Opportunity

[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 Position] at [School Name], effective [Last Working Day, typically two weeks from the date above]. I have recently been offered an exciting new opportunity that aligns with my career aspirations, and after careful consideration, I have decided to pursue this next step.

I want to express my sincere gratitude for the experiences and opportunities for professional growth that I have gained during my time at [School Name]. It has been a privilege to work with such dedicated colleagues and motivated students. I am especially thankful for your support and guidance throughout my tenure here.

I am committed to making this transition as smooth as possible. I will do everything I can to ensure continuity for my students and assist in any way that may help in the transition process.

Thank you once again for the invaluable experience and for your understanding regarding my decision. I wish [School Name] continued success, and I hope to remain in touch in the future.

Sincerely,
[Your Name]