

Resignation Letter Sample for Online Teaching Position

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

[Recipient Name]
[Recipient Title]
[School/Organization Name]
[School/Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as an online instructor at [School/Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision was made after careful consideration, and while it was not easy, I believe it is the best step for my personal and professional growth at this time.

I would like to express my sincere gratitude for the opportunities and support I have received during my tenure. Teaching and working alongside such a talented team has been truly rewarding. I especially appreciate the supportive environment and the chance to impact students' learning experiences.

To ensure a smooth transition, I am committed to assisting with the handover of my responsibilities and to providing any necessary documentation, resources, or information that may help my replacement adjust to the role.

Thank you again for the wonderful opportunity to be a part of [School/Organization Name]. I value the experience and relationships I have gained, and I look forward to staying in touch.

Sincerely,
[Your Name]