

Resignation Letter Sample for Teaching Position Due to Relocation

This **resignation letter sample for teaching position due to relocation** provides a professional and courteous template for educators who need to formally notify their school administration about their decision to resign because of moving to a new location. It emphasizes expressing gratitude for the teaching opportunity, specifying the reason for departure, and offering to assist during the transition period, ensuring a smooth handover and maintaining positive relations with the institution.

Date: [Insert Date]

Dear [Principal's Name],
[School Name]
[School Address]

I am writing to formally resign from my position as [Your Position, e.g., Math Teacher] at [School Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as a result of my need to relocate to a new city due to [briefly specify reason if desired, e.g., a family move or spouse's job transfer].

I would like to extend my heartfelt gratitude for the opportunities I have had during my time at [School Name]. It has been a privilege to work alongside dedicated colleagues, support team members, and inspire students. I am truly appreciative of the guidance and encouragement I have received from you and the faculty.

To help ensure a smooth transition, I am happy to assist in preparing lesson plans, updating student records, and providing support in the search for my replacement. Please let me know if there's anything specific I can do to help during this time.

Thank you once again for your leadership and support. I look forward to staying in touch and wish the school continued success in the years ahead.

Sincerely,
[Your Name]
[Your Contact Information (optional)]