

Teacher Resignation Letter Sample for Relocation

[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 teaching position at [School Name], effective [Last Working Day, typically two weeks from date above]. This decision comes as a result of my upcoming relocation to [New Location], and was not made lightly.

I want to express my sincere gratitude for the opportunities, support, and experiences that I have received during my time here. Working with the talented staff and bright students at [School Name] has been incredibly rewarding, and I have valued being part of such a dedicated educational community.

I am committed to ensuring a smooth transition and will do everything possible to help during this period, including preparing lesson plans and assisting in finding or training a suitable replacement if needed.

Thank you again for the trust and encouragement you have given me throughout my tenure at [School Name]. I will always cherish my memories here and hope to keep in touch in the future.

Sincerely,
[Your Name]