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# Two Weeks' Notice Resignation Letter for Teacher

**[Your Name]**

[School's Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Principal's Name]**

[Principal's Position]

[School's Name]

[School's Address]

[City, State, ZIP Code]

**Subject: Two Weeks' Notice of Resignation**

Dear [Principal's Name],

I am writing to formally resign from my position as [Your Position, e.g., "Third Grade Teacher"] at [School's Name], effective two weeks from today, [Last Working Day, e.g., November 15, 2024]. Making this decision was difficult, as I have thoroughly enjoyed working with the students and staff here.

I am committed to ensuring a smooth transition for my class and assisting with any preparations that may be necessary before my departure. I will do my best to help my students adjust and to provide any needed support to my colleagues.

Thank you for the opportunity to be a part of [School's Name]. It has been a pleasure teaching here, and I am grateful for the experiences and connections I have made.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]