**Teacher Resignation Letter Sample**

horizontal line

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

**[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, ZIP Code]**

**Dear [Principal's Name],**

**I am writing to inform you of my resignation from my position as [Your Position] at [School's Name], effective [Last Working Day]. This has been a difficult decision, but after careful consideration, I have decided it is time for me to pursue new opportunities and challenges.**

**I have greatly enjoyed my time at [School's Name] and am grateful for the professional growth and support I have received. The experiences and memories I have gathered here will always be cherished.**

**During my remaining time, I am committed to ensuring a smooth transition. I will work diligently to prepare my students for the change and assist in any way possible to help find and train my replacement.**

**Thank you for the opportunity to be a part of [School's Name]. I wish the school continued success and growth.**

**Sincerely,**

**[Your Name]**