

# Simple Resignation Letter for Teacher in Private School

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[Private School's Name]

[School's Address]

[City, State, ZIP Code]

Dear [Principal's Name],

Please accept this letter as formal notice of my resignation from my position as [Your Position] at [Private School's Name], effective [Last Working Day]. This decision has been made after much reflection and consideration.

I am thankful for the opportunities and experiences I have had while working at [Private School's Name]. It has been a pleasure to work with such dedicated students and colleagues.

I will do my best to ensure a smooth transition by preparing my class and assisting in the transition process. Please let me know if there is anything specific I can do to help during this time.

Thank you for your understanding.

---

**Sincerely,**

**[Your Name]**