

# Teacher Resignation Letter Sample

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[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]