**RESIGNATION LETTER**

**From:** **[NAME OF SENDER]**  
**Address:** **[SENDER ADDRESS]**  
**Phone:** **[PHONE NUMBER]**  
E-Mail: **[EMAIL ADDRESS]**

Date: **[DATE]**

**To:** **[NAME OF RECIPIENT]**  
**Address:** **[RECIPIENT ADDRESS]**  
**Phone:** **[PHONE NUMBER]**  
E-Mail: **[EMAIL ADDRESS]**

Dear [NAME OF RECIPIENT],

This letter represents my official notice of resignation from my position as Teacher with the [NAME OF SCHOOL DISTRICT] School District be made final on the [DAY] day of [MONTH], [YEAR].

It has been with great pleasure to teach alongside the educators at [NAME OF SCHOOL] School, and I will always appreciate the experience, knowledge, and friendships I gained during my time here.

I hope the notice period is enough for you to find a replacement. Furthermore, please let me know of any help I can provide to prepare my successor. I am happy to share lesson plans, student profiles, and any other information that might be helpful to their transition.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://esign.com/)

Signature

[NAME OF SENDER]

Print Name