

RESIGNATION LETTER

From: _____
Address: _____
Address (2): _____
Phone: _____
E-Mail: _____

Date: _____

To: _____
Address: _____
Address (2): _____
Phone: _____
E-Mail: _____

Dear _____,

This letter represents my official notice of resignation from my position as **Teacher** with the _____ School District be made final on the ____ day of _____, 20____.

It has been with great pleasure to teach alongside the educators at _____ 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,

Signature

Print Name

