

TEACHER RESIGNATION LETTER

From: _____
Address: _____
Phone: _____ E-Mail: _____

Date: _____

To: _____
Address: _____
Phone: _____ E-Mail: _____

Dear _____:

I am writing this letter for the purpose of informing you of my resignation as a **[Subject]** teacher at **[Name of the school]**. Please, use this letter as my **[Notice Date]** notice. That means that my last day of employment will be **[Last Working Day]**.

I can only say good things about my experience as a teacher at the **[Name of the school]**. Both the teachers and the students, as well as other workers at the center, have always treated me greatly and with the greatest respect and professionalism.

I hope the notice is enough for you to find a replacement. Also, if you need any help, I'd be happy to help prepare my successor. If necessary, I will share lesson plans, student profiles, and any other information that might be helpful for your onboarding phase.

Thank you very much for all the support to my professional development that you have given me throughout these years. I wish you the best. If I can be of any help to you during the remainder of the term, please let me know.

Sincerely yours,

Printed Name

Signature