

Teacher Resignation Letter

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Principal's Name]
[School Name]
[School Address]
[City, State ZIP Code]

Subject: Resignation Letter

Dear [Principal's Name],

I am writing to formally resign from my position as a [grade/subject] teacher at [School Name], effective [last working day, typically two weeks from today].

After much thought and consideration, I have decided to resign due to relocation for personal and family reasons. My family and I will be moving to [new city/state] in the near future, and unfortunately, the distance will make it impractical for me to continue teaching at [School Name]. This was not an easy decision, as I have deeply valued my time here and the meaningful relationships I've built with my students, colleagues, and the school community.

Working at [School Name] has been one of the most rewarding experiences of my career. I am truly grateful for the opportunities to grow as an educator, the support I've received from you and the administration, and the collaboration I've shared with such a dedicated team. The students' enthusiasm and curiosity have continually inspired me, and I will carry those memories with me wherever I go.

Please let me know how I can assist in ensuring a smooth transition before my departure. I am happy to help prepare lesson materials or support the onboarding of a new teacher to minimize any disruption for the students.

Thank you again for your understanding and for the opportunity to be part of such a wonderful school. It has truly been an honor to contribute to this learning community, and I wish the school continued success in the years ahead.

Warm regards,

[Your Full Name]
[Your Position, e.g., "English Teacher"]