**Teacher’s Resignation Letter Template**

Dear [Superintendent/Principal],

It is to notify you of my resignation from my position as **[Position]** at **[School]**. The coming **[Day]** dated **[Date]**, will be my last day at school.

I must say I really enjoyed my time here at **[School]** and will always be thankful for the opportunity to work with such an amazing team of educators. However, I have recently been offered an opportunity that I don’t want to miss. Hence, I will be moving on to a new position.

I will always be available for everything to support my colleagues and students during this time. Please let me know what steps I need to take in order to properly resign and ensure a smooth transition of responsibilities.

Again, thanks a lot for your support and understanding. I will always remember this amazing experience at **[School]** and the relationships I have built here.

Sincerely,

[Your Name]