Formal Teacher’s Resignation Letter Template

Teacher’s Name  
Teacher’s Address  
City, State, Zip Code

DATE

Principal’s Name  
School’s Name  
School’s Address  
City, State, Zip Code

Dear Principal’s Name:

This letter is my formal notice that I am resigning from my job as high school English Teacher in Name of School. My last day of attendance will be DATE, which is the last day of this school year. I have decided to accept the position of Curator of the City Fine Arts Museum.

I enjoy teaching, and would be happy to organize art workshops connected with the Museum for your students if it would be considered useful. I sincerely appreciate the freedom and support you have given me in the teaching of art and appreciate the seriousness with which you promote fine arts in the school. I hope I can continue to contribute to your curriculum.

Thank you for the wonderful experience of teaching art in your esteemed school.

Sincerely,

Signature of Teacher  
Printed Name of Teacher