Teacher Resignation Letter Template

Use our free **Teacher Resignation Letter** to help you get started. Simply download the .doc or pdf file and customize it. If you need additional help or more examples check out some of the sample letters below.

To,  
\_\_\_\_\_\_\_\_\_\_ (Principal’s name)  
\_\_\_\_\_\_\_\_\_\_ (School address)  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

From:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your name)  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your address)  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_ (date of writing letter)

Dear Mr. /Ms\_\_\_\_\_\_\_\_\_\_ (name of the concerned person),

I am writing this letter to inform you that I am submitting my resignation from the post of \_\_\_\_\_\_ (mention subject) teacher. Please consider this letter as a notice period for a period of ……………(mention number of months) month.

I am resigning as ………………………………(Give reasons).

I had a memorable time in the school. All the teachers and students were supportive and helped me in managing my sessions. You always encouraged me to participate in various extracurricular activities. I learnt various new methodologies in teaching from my colleagues. I am always indebted to you and my colleagues for being very supportive. It is a tough decision for me to submit my resignation. I hope to continue personal relations with all of you.

Thanking you,

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your name)