**LETTER TEMPLATE**

**TEACHER LETTER OF RESIGNATION**

**[Your Name]**

**[1234 Street Address]**

**[City, State, Zip]**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

Dear **[Supervisor’s Name],**

Please accept this letter as formal notice of my resignation as Seventh Grade World Studies Teacher at **[School Name]**, effective **[Resignation Date].**

After a period of consideration, I have decided to return to school to earn my Master’s in Education. I truly enjoyed my tenure at [School Name]. Teaching my subject matter every day has been an absolute joy. Likewise, it has been incredibly rewarding to watch students learn and develop so quickly.

Under your leadership, I have no doubt **[School Name]**’s fantastic reputation will continue years into the future. Thank you for the advice and mentoring these past few years. It has been a privilege to work with you.

Sincerely,

**[*Your Signature*]**

**[Your Name]**