



Teacher resignation letter template

Wondering how to hit the right note when resigning from your teaching role? Copy and paste our template below as a starting point.

Customise this template to suit your specific circumstances and personal style. Make sure to double-check any specific requirements outlined in your employment contract or school policy.

[Your name]
[Your address]
[Your email address]
[Your phone number]
[Today's date]

[Recipient's name]
[Recipient's position]
[School name]
[School address]

Dear [Recipient's name],

I am writing to formally resign from my position as [your position] at [school name], effective [last working day, typically one or two months from the date of the letter, as per your contract].

I have thoroughly enjoyed my time at [school name] and am grateful for the opportunities for professional and personal development that have been provided to me during my tenure. However, after careful consideration, I have decided to pursue [reason for leaving, such as career advancement, relocation, personal reasons, etc.].

I assure you that I will do everything possible to ensure a smooth transition before my departure. I am committed to completing any outstanding tasks and assisting in finding a suitable replacement, if necessary.

I would like to take this opportunity to express my gratitude to the staff, students, and parents for their support and cooperation throughout my time at [school name]. It has been a privilege to work alongside such dedicated individuals and to contribute to the education and wellbeing of the students.

Please let me know if there are any specific procedures or paperwork that I need to complete before my departure. I am more than willing to assist in any way possible to facilitate a seamless transition.

Thank you once again for the opportunities afforded to me at [school name]. I wish the school continued success in the future.

Yours sincerely,
[Your signature (if sending a hard copy)]
[Your name]