

RESIGNATION LETTER

123 Maple Street Anytown, PA 17101
info@example.com
www.example.com
(123) 1234567

FROM

TO

Dear _____,

I would like to inform you that I am officially resigning from my position as _____
teacher with my last day being _____. The reason for my resignation is
_____.

I enjoyed teaching here in _____. I was able to make a lot of friends and I was able to
affect the students by sharing my knowledge, ideas, and vision.

Thank you for everything and I'm sure that I will be able to use all the things I've learned from this school
in my future endeavors.

If there is anything I can do to help in preparing for my departure, my notice period
is _____ and I will be available for help.

I wish the school all the best.

Kind Regards,



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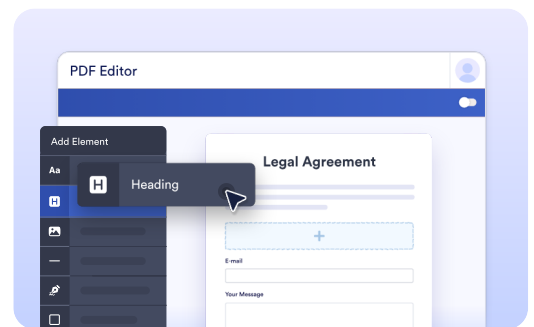
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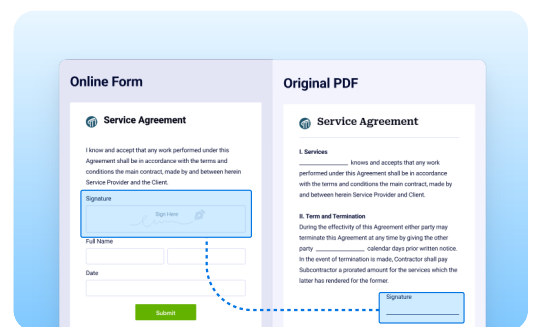
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