

RESIGNATION LETTER OF TEACHER

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Introduction

Teachers may resign due to several reasons like pursuing higher education, better remuneration, relocation, marriage, or because they are unhappy with the school in some way.

Resignation Letter of Teacher Tips

Tips for writing a teacher's resignation letter:

- The tone should be formal but not harsh
- The reasons for resigning must be clearly mentioned
- It is important to mention date of joining, number of years worked, notice period and last working day

Sample Resignation Letter of Teacher

From,

Rajesh Koothrapalli

45 Winston Place

Twober Drive

Pasadena CA

Date ----- (Date of letter)

To,

Sheldon Cooper

President,

Browning Memorial High School

Pasadena, CA

RE: Resigning from Post of Teacher

Dear Mr. Cooper,

I am writing to inform you of my decision to resign from the post of high school Mathematics teacher at Browning Memorial High School. As my last day at the school will be 31st August 2013, 2 months from today, please consider this as notice served, as is mandated by my contract.

I am happy to inform you that I have accepted a position in another school as they offered me a higher remuneration package.

I would like to mention that the 5 years I spent at Browning Memorial High School were among the most fruitful, productive and enjoyable years in my teaching career. The guidance and support I received from the senior teachers, the bonds of friendship forged with my colleagues, and the youthful antics of my students, are memories which I will carry fondly with me.

I will continue to take care of the high school students as their Board Exams are drawing near but I request you to relieve me of other responsibilities from next week.

I take this opportunity to thank, the School Board, and my fellow teachers for everything.

Thanking you,

Yours truly

Rajesh Koothrapalli

Resignation Letter of Teacher Template

From,

Date ----- (Date of letter)

To,

Dear -----,

I am writing to inform you of my decision to resign from the post of ---
----- (mention post like) at ----- (mention School/ institute name). As my last day at
the school will be -----(date), ----- (notice period) months from today, please
consider this as notice served, as is mandated by my contract.

I am -----(mention reason/s for leaving).

I would like to mention that the -----(no. of years worked) years I spent at -----
----- (name of educational institute) were among the most productive and enjoyable years
in my teaching career.

I request you to arrange to relieve me of my responsibilities by -----(last day)

I take this opportunity to thank, the School Board, and my fellow teachers for everything.

Thanking you

Yours truly

Signature and Name

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