

LETTER OF RESIGNATION

Sender's Address:

Recipient's Name:

Position:

School/Institution:

Dear Sir/Madam,

I am writing to formally notify you of my resignation from my position as a teacher at the above-mentioned school/institution. This decision has not been made lightly and follows careful consideration of my personal and professional circumstances.

Please consider this letter as my formal resignation notice. I hereby resign from my teaching duties with immediate effect or as per the notice period stipulated in my contract or by applicable law.

I would like to take this opportunity to express my gratitude for the support, guidance, and professional development opportunities I have received during my tenure. It has been a privilege to contribute to the growth and education of the students.

I will ensure that all my responsibilities are handed over appropriately and will cooperate fully to facilitate a smooth transition during this period.

Please confirm receipt of this resignation letter and advise on any formalities or documentation required to complete the process.

Yours faithfully,

Name:

Signature:

Date:

Contact Information: _____

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