

Resignation Letter Format for Teacher

Your Name
English Teacher
XYZ Public School
[Date]

To,
The Principal
XYZ Public School
[City]

Subject: Resignation Letter

Dear Sir/Madam,

I am writing this letter to formally resign from my position as an English Teacher at XYZ Public School. It has been a wonderful experience teaching and learning here. I have grown professionally and personally over the last three years.

Due to personal reasons, I have decided to step down from my role. My last working day will be [Mention Date], following the required notice period. I am ready to assist in the handover process and help train my replacement, if needed.

I sincerely thank the management, my fellow teachers, and my students for making my time here memorable. I hope to stay in touch and wish the school continued success.

Yours faithfully,
[Signature]
[Your Full Name]