

[Your Name]  
[Your Full Address]  
[Your Phone Number]  
[Your Email]

[Date]

[School Name]  
[Title of Addressee]  
[Organization]  
[Full Company Address]

Dear Mr./Ms. Name of Recipient:

RE: Resignation

This letter is my formal notice that I am resigning from my job as high school Art Teacher in Name of School. My last day of attendance will be DATE, which is the last day of this school year. I have decided to accept the position of Curator of the City Fine Arts Museum.

I enjoy teaching, and would be happy to organize art workshops connected with the Museum for your students if it would be considered useful. I sincerely appreciate the freedom and support you have given me in the teaching of art and appreciate the seriousness with which you promote fine arts in the school. I hope I can continue to contribute to your curriculum.

Thank you for the wonderful experience of teaching art in your esteemed school.

Sincerely,

[Your Signature]  
[Your Full Name]  
[Your Job Title]