Teacher’s Name

Teacher’s Address

City, State, Zip Code

DATE

Principal’s Name

School’s Name

School’s Address

City, State, Zip Code

Dear Principal’s Name:

Please accept my official resignation from Wellville Post-Secondary School, effective Dec 1, 20xx.

I have grown as an individual and learned much from the individuals within this fine institution; I have enjoyed working alongside the teachers and staff of the school and forming professional, but friendly relationships along the way. I will take the lessons I've learned here as I progress further in my academic career.

I have truly enjoyed working alongside everyone here at Wellville, Post-Secondary School and wish everyone the best in their future endeavors.

Yours Truly,

Signature of Teacher

Printed Name of Teacher