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:

​I am writing to inform the school that I will be leaving my position. Unfortunately, my health is deteriorating and I feel it would be in my best interests to resign from my position as science teacher.

I have enjoyed teaching at this school. It has been both a rewarding and memorable experience. I have always given students 100% of my knowledge and attention to help them to excel in their educations.

In this career, I have also learned much about myself. I realized that I made a great choice when I became a science teacher and an even better choice when I accepted the position at this school.

With great dismay, I must give my resignation letter and with much respect, I have appreciated the opportunity that was given to me. Hopefully, I will be replaced by someone with the same passion for knowledge and teaching that I had.

Sincerely,

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Signature of Teacher

Printed Name of Teacher