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:

​*​*After 25 years as an educator at this university, it is time for retirement. Because of this personal plan of retirement, this correspondence is to give my resignation as science teacher.

In the past three decades, I have instructed so many young people who have gone on to benefit our society in big ways. This truly makes me feel accomplished with my career choice and my performance as well. Every year, it seems that more past students come to see me. They explain how their lives were changed during high school.

​Many of them give me a little credit for their hard work. This is why teaching is the most rewarding career in the world. I have spent so many years learning about places all over the globe and now with more years behind me than before me, it is time to travel. I hope you accept my resignation and know that I have truly enjoyed every moment in this institution.

Yours respectfully,

​Signature of Teacher

Printed Name of Teacher