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# Resignation Letter For Teacher

Jane Doe

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Date: March 29, 2024

Principal Sarah Smith

Springfield Elementary School

456 Learning Drive

Teachertown, ED 45679

Dear Principal Smith,

I am writing this letter to formally resign from my position as a 5th-grade teacher at Springfield Elementary School, effective April 29, 2024. This decision has not been easy and comes after considerable thought and reflection. My decision to leave is due to personal reasons that require my full attention at this time.

I want to express my deepest gratitude for the opportunity to be a part of the Springfield Elementary School community. Over the past three years, I have grown professionally and personally, and I have genuinely enjoyed my time teaching and learning from my

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students. It has been a privilege to contribute to their academic growth and to be part of such a supportive and dedicated team of educators.

I am committed to making this transition as smooth as possible for my students and the school. I will ensure that all my teaching materials and plans are up-to-date and organized for my successor. Additionally, I am more than willing to assist in the search for a new teacher and to provide support in any way I can during the transition period.

I cherish the relationships I've built here and hope to maintain them even after my departure. Please let me know if there's anything specific you would like me to do in the coming weeks. I am eager to help in any way to ensure a seamless transition.

Thank you again for the opportunity to be part of such an exceptional educational community. I look forward to staying in touch, and I wish Springfield Elementary School continued success in the future.

Sincerely,

Jane Doe