

Resignation Letter for Teacher in Private School

Jane Doe

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October 23, 2024

Mr. John Smith

Springfield Academy

4321 Elm Street

Springfield, IL 62704

Dear Mr. Smith,

I am writing to formally resign from my position as a teacher at Springfield Academy, effective November 6, 2024. After much consideration, I have decided to pursue an opportunity that will allow me to explore new challenges and grow professionally.

Teaching at Springfield Academy has been a highly rewarding experience, and I am grateful for the support and opportunities I have received during my tenure. Working alongside dedicated colleagues and teaching the enthusiastic students here has enriched my career and personal growth immensely.

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities effectively. I plan to complete all grading, prepare lesson plans, and inform the students of my departure in a manner that minimizes any disruption to their learning environment.

Please let me know how I can assist during this transition period. I am willing to help train my replacement and will ensure that all my teaching materials are organized and accessible for the next educator.

Thank you once again for the opportunity to be a part of Springfield Academy. I am looking forward to staying in touch, and I hope to cross paths in the future under different circumstances.

Sincerely,

Jane Doe