
Teacher Resignation Letter to Principal

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Mr. Alan Harper

West Boston Elementary School

4567 Pine Street

Boston, MA 02118

Dear Mr. Harper,

I am writing to formally notify you of my resignation from my position as Mathematics Teacher at West Boston Elementary School, effective November 7, 2024. This decision comes after careful consideration and is motivated by an upcoming opportunity that will allow me to pursue career advancements in educational administration.

I want to express my sincere gratitude for the opportunities for professional and personal development that you have provided during my tenure at West Boston Elementary. Working in such a supportive and innovative environment has been incredibly rewarding, and I will always cherish my time spent teaching and growing alongside my colleagues and students.

During the next two weeks, I am fully committed to ensuring a smooth transition. I will finalize all grading, update student records, and prepare detailed lesson plans for my successor. I am also available to participate in the recruitment and training of the new teacher to ensure continuity for our students.

Thank you once again for the support, guidance, and opportunities I have received at West Boston Elementary. I look forward to staying in touch, and I am optimistic that our paths will cross again in the future.

Warm regards,

Emily Thompson