

Teacher Resignation Letter in Private School

Jessica Taylor

789 Maple Street

Boston, MA 02108

jessicataylor@email.com

617-555-7890

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Dr. Alan Green

Boston Academy

123 Academy Lane

Boston, MA 02109

Dear Dr. Green,

I am writing to formally announce my resignation from my position as Math Teacher at Boston Academy, effective June 11, 2024. This decision comes after much reflection and consideration of my personal circumstances.

Teaching at Boston Academy has been a profoundly rewarding experience. The supportive environment and commitment to academic excellence have deeply impacted my professional life. I have cherished the opportunity to work with dedicated colleagues and engage with our exceptional students.

As I transition from my role, I am committed to ensuring a seamless handover of my duties. I will coordinate with my department to update lesson plans and provide all necessary assistance to prepare the incoming teacher for success.

Thank the opportunity to be a part of such a remarkable community. I am grateful for the professional development and personal growth I have experienced at Boston Academy.

Though I am moving on, I will carry forward the values and knowledge I have gained here.

Please feel free to reach out to discuss how I can best support the transition. I look forward to staying in touch and hope to see Boston Academy continue to flourish in the future.

Warmest regards,

Jessica Taylor