**Special Education Teacher Resignation Letter Sample**

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January 13, 2016

Mr. James Fielder  
HR Manager  
ABC School  
64 Lilly Lane  
Seattle, WA 34588

Dear Mr. Fielder:

It is with deep regret that I submit this resignation from my position as Special Education Teacher for ABC School. Please consider this letter as my formal two weeks’ notice effective from January 27th, 2016.

Over the last five years, it has really been a pleasure working with the team of ABC School. My experience has been very fruitful and I have had the opportunity to learn a lot through your mentorship and well qualified colleagues. I have enjoyed working with all students and have taken pride in their each and every milestone attained. I am very thankful for being given the opportunity to grow professionally as part of the team of educators at ABC School.

Throughout the next two weeks, I will be available to train my replacement. I will take all possible measures to make the transmission smooth and easy for the management as well as for the students.

Sincerely,

(Signature)  
Wendy Nelson  
Special Education Teacher