**Resignation Letter for Teaching Assistant**

Miss Lucy Jones  
1 High Street  
Sometown  
X1 2YZ

Mrs B Jenkins  
Headteacher  
Anytown High School  
Anytown  
Z9 8YX

(Date)

Dear Mrs Jenkins

It is with regret that I find myself writing to inform you that I wish to resign from my position as Teaching Assistant, effective from the date above.

I have come to this decision due to me being offered a training position at another school so that I may get my level four teaching assistant qualification, starting next term.

The terms of my contract require that work until the end of the current term; therefore the date on which I depart will be (insert date). If I have outstanding accumulated annual leave, please advise me how much I have and when I should take it, or if it will be paid to me.

I’d like to take this opportunity to thank you for the help, support, and opportunities I have had in the fantastic years I have been working as part of the Anytown High School family. It will be a shame to leave behind such a fabulous team and every day has been a pleasure.

Should you require any additional information from me, do not hesitate to contact me.

Yours sincerely

Joe Bloggs