Sample
Salutation

This letter is to inform you of my resignation from ABC Middle School.  My last day of work will be Wednesday, February 15, 2012.  My tenure at ABC has been a great one. I have many friends among the teachers and staff; and you have been a top notch principal. I am leaving my current position because I have been offered an administrative position with the Catbird County Schools.

My new job will be a promotion that will come with a lot of new challenges, but also new opportunities that will allow me to grow in a field that I love. Having earned my masters degree three years ago, I would like the opportunity to use both my advanced education and experience to help the Catbird County Schools prepare for some major changes.

There are a lot of talented teachers seeking full-time employment. I think you will be able to find one who will be the perfect fit for my classroom.  If there is anything that I can do to help ease the transition, please do not hesitate to let me know.

Thank you for your support over the years. I know I will continue to hear great things about the ABC Middle School. I wish you the best.

Restpectfully,
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**Your Resignation will have an Effect on Everyone Involved**

When writing a letter of resignation, be sure to provide enough notice to give your employer the opportunity to find a qualified individual, whether permanent or temporary, to carry out you former duties. Teaching is a field in which a major disruption in the classroom routine could result in poor performance and low standardized test scores when a suitable replacement cannot be found to fill a vacant position.