**Sample Teacher Resignation Letter**

Employee’s name:  
Designation in school:  
Contact number:  
Email address:

Subject: Resignation Letter

Date:

Employer’s name:  
Designation in school:  
School name:  
Department info:

Dear (Recipient’s name),

I am writing this formal resignation letter to inform you that I have decided to resign from my job at this school as UCLA has accepted my job application and I am hired there as assistant senior professor for English. Consider this letter as my final resignation along with 2 week notice period.

Even if I already discussed my intentions with you, it is still a little awkward to inform you about my decision but I have to think what’s best for me and how can I move to a better position in my career. I am very happy that I got accepted in UCLA but I am also very sad at the same time because now I have to leave this school but mostly because I won’t be working with you anymore.

I want to tell you that you are my personal favorite employer and I hope that my next administrator is as good and kind as you. Kindly accept my resignation and arrange for my last paycheck before I leave on the 30th of this month.

Yours faithful,

Employee’s name: