**Letter of Resignation**

[Your Name]

[Address]

[City, State, Zip]

[Date]

[Institution Name]

[Address]

[City, State, Zip]

Dear [Principal/Superintendent’s Name],

Please accept this letter as formal notice of my resignation as Seventh Grade World Studies Teacher at [Institution Name], effective [Resignation Date].

After a period of consideration, I have decided to [Reason of Quitting]. I truly enjoyed my tenure at [Institution Name]. Under your leadership, I have no doubt [Institution Name]’s fantastic reputation will continue years into the future.

Thank you for the advice and mentoring these past few years. It has been a privilege to work with you.

Sincerely,

[*Your Signature*]

[Your Name]