**Letter of Resignation**

[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 a [Position Name] at [Institution Name], effective [Resignation Date].

After a period of consideration, I have decided that I will [Reason for leaving] After [Number of years] year(s) of dedication to teaching the community. Working with my colleagues every day has been one of the best experiences in my life. Thank you so much for allowing me the opportunity to serve and protect the community I love.

I am sure [Institution Name] will continue to work towards the betterment and protection of our community’s people. I sincerely want to 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]