Sample

Ms. Naomi Bates  
423 Westminster Place  
Princeton, NJ, 56001  
(555) 555-5555  
naomibee@email.net

Mrs. Carol Windsor  
Principal  
Montebello High School  
233 Senator Avenue  
Princeton, NJ, 56023

January 3rd, 2017

Dear Ms. Windsor,

Please accept this letter as my formal notice of resignation from the position teaching Grade 11/12 Physics Teacher. My last day of work will be April 30th, the end date of the spring term.

I assure you that I will be working closely with my replacement during this transitionary period to ensure that the students’ learning is not negatively effected. My lesson plan for the rest of the year is complete, and all the necessary course materials and teaching aids are ready to be implemented. All of my student files have been updated to further prepare the incoming teacher.

Being a teacher at Montebello High School this past year and half has been a great privilege, as well as an invaluable learning experience. I am grateful for the opportunity.

I can be reached at my personal phone number or email address should you have any further questions.

Sincere Regards,

\_\_\_\_\_\_\_\_\_\_\_  
Naomi Bates