

{ Your Name }  
{ 1234 Street Address }  
{ City, State, Zip }  
{ E-mail Address }

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{ Today's Date }

{ Company Name }  
{ Street Address }  
{ City, State, Zip }

Dear { Name of Recipient },

Please accept my resignation from my position as a fourth-grade Teacher at Kakuro Elementary School. My last day will be June 25, 20XX.

My students have given me great pleasure over the years, and the administration has been very supportive during my tenure with the school district.

I wish you all the best. If I can be of any assistance to you during the remainder of the term, please let me know.

Sincerely yours,

{ Your Signature }

{ Your Name }  
{ Your Title }