

{ 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 },

I wish to confirm that I am resigning my post of teacher at Grungy Green School with effect from 1 September 2018. My last date of employment will thus be 31 August 2019, and my last date of attendance will be (put in date of last day of term).

I would like to thank you and the rest of the teachers at Grungy Green School for the support that you have given me throughout my time here. I have enjoyed working as a part of this team, and appreciate the opportunities that I have had for personal and professional development. I shall ensure that my remaining time working with the students of Grungy Green School will be as successful as the earlier terms.

Yours sincerely,

{ Your Signature }

{ Your Name }  
{ Your Title }