Resignation letter format for teachers at the end of the term

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

[Date]

The Principal
[School Name]
[City]

Subject: Resignation from the post of [Subject] Teacher, effective at the end of the [Term / Academic Session]

Respected Madam / Sir,

I wish to resign from my post as [Subject] Teacher, with effect from the close of the [Term / Academic Session], which I understand ends on [Date]. I have chosen this date so that my classes can complete the term smoothly. Please let me know if the school's rules require a different date.

Before I leave, I will finish the syllabus for Classes [Classes], set and evaluate the final examination papers, complete marks entry and the report cards of my class, and submit all registers and the lab or resource files in order.

I will also share my lesson plans and question banks with the teacher who takes my classes and, if you wish, help with the briefing.

I am grateful for the support of the management, my colleagues and the students. Teaching here has been a rewarding experience.

Kindly accept my resignation and advise me on the formalities for relieving.

Yours faithfully,

[Your Name]
[Employee ID / Staff Code]