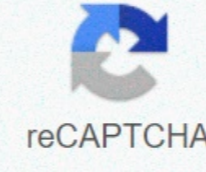




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## Unit organizer template for teachers

A teacher resignation letter is a statement used by an individual teaching a position who no longer wants to hold his or her current job. This may be for any reason, but the recommended practice is to give the educational organization the most notice as much as possible to help their efforts in finding a new teacher. At least two (2) weeks in the minimum period of time, which will allow the school to find a replacement. This type of resignation is usually personally delivered by the liberating teacher. Table of contents Date written Reason of resignation Reason Gratitude for the post School name and address Date of entry Into force Name and address of the teacher's resignation Signature Before the resignation of any post the individual will want to ensure that there is already a job in the process. This will ensure a smooth transition from jobs to work and their resumption, and will further confirm that the transition was completed responsibly. 2. Talk to your boss Individual resignation should speak to any boss before resigning, or the chief or head of the district. This will give the superintendent time to begin the process of finding a replacement teacher or appropriate candidate. 3. Fill in the resignation letter Resignation letter must be submitted until completion. Ensure that all elements are addressed to prevent unmerited or misinterpreted resignations. 4. File resignation Giving a letter of resignation to the Superintendent may be enough to be filed with your local school board however, the person should consult your contact to ensure an additional copy is not submitted directly to the School Board How to write (Format) When writing your letter of resignation, you should include a declaration of your intention to resign, the exact date on which your resignation takes effect, and your reason for leaving. Chances are that you will be using this school as a reference, so you should always maintain a professional tone. If you enjoyed your experience learning there, express your appreciation and gratitude. The more thoughtful and positive your letter is, the better your chances are that you can rely on this principal as a reference in the future. If you leave your current position because of personal frustrations or conflicts at school, you should not explain it. Instead, try to keep your letter as concise, professional and polite as possible. The letter form at the top of the letter must include a letterhead that shows your name and personal contact information, the name and position of the person to whom the letter is addressed, the address of the school or school district, and the date. Example Filipe Nunez 324 Elm St Boulder, CO, 45012 (555) 555-5555 Belinda Thompson Thompson Principal Northwest High 425 Remington Ave. Let them know that you will resign, indicate the position you are resigning from, and indicate what your last working day will be. If you leave your current teaching position in the middle of the term, you can briefly explain what personal reasons are for you to do so. An #1 that Dear Mrs. Finkelstein, I am writing this letter to inform you that I will be leaving my current position as a 5th grade teacher at Hillbrook Elementary. My last working day will be 19 June this year, and my resignation will be effective on 1 September. Example #2 Mr Adelaye, Please accept this letter as a formal announcement of my resignation from my current 7th grade teacher position, which is in force on 12 February 2017. Unfortunately, my current health situation prevents me from being able to fulfill my duties this year. Body Paragraph(s) In the body point(s) of your letter, you can go into a little more detail by describing your reason(s) for leaving your current training position. Your resignation letter will be kept on record, so be sure to mention the positive experiences and learning opportunities you were given during your tenure. It is best to show gratitude and appreciation when addressing your core as he/she will be responsible for writing you a reference letter in the future. An #1 after much consideration, I have decided to continue my studies at Penn University this fall and complete my PhD in microbiology. I enjoyed my career working as a Science Teacher at Whitehorse High School, and I miss my fellow staff dearly. It will be bittersweet to finish this term as I will be leaving along with graduating from the classroom, most of which I have taught since my first year at Whitehorse. I am so proud of my students and of everything they have done. I would like to thank you, Mrs Chesterfield, for being so sent to work with. I have always appreciated that you are ready to listen to your staff and come up with solutions, working together to ensure the best for your faculty and students. With the help of myself and the other teaching staff, I have greatly improved as an educator, for which I am forever grateful. An example #2 I will be leaving the mid-term, I will remain as an advisor to my replacement, Ms. Janet Wilson. Over the next two weeks, I will be adding to her class and having review sessions to help her get on the road with my lesson plan. She is a very capable teacher and has worked in my class as a substitute teacher before. I sincerely appreciate your support at this difficult time. Teaching 3rd Grade Sandy Beach Elementary School is career my dreams, and it is with great sadness that I am resigning. Over the past few years, I have developed many cherished connections with staff, parents and students at Sandy Beach. Although I will miss everyone very much, I am sure that we will remain in contact. Conclusion At the end of the letter, you must write the closing sentence or paragraph, followed by an official mark, your signature, and the word you typed. In your conclusion, you can rearrange your gratitude and/or offer an invitation to further contact. Your personal contact information should be included in your form, but you can write it here as well. An #1 I miss the large number of personal connections that I have made over the last three years and it is with a heavy heart that I can leave my current position. Please accept my gratitude for the help to make my time at Ridgemount High so rewarding. If you have any questions, do not hesitate to contact me on my personal email address or phone number. Yours truly, \_\_\_\_\_ Ms Eleanore French efrench@email.com (555) 555-5555 Example #2 Thanks again for the much more pleasant year that we have worked together. I will forever be your service. Please contact you. Sincere Regards, \_\_\_\_\_ Charles West History Teacher Sample 1. The following is a sample letter written by a teacher resigning mid-term. Instead of detailing the problems that led to this decision, the author is democratic and concise in his interpreter's writings, keeping his letter both professional and positive. 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 3, 2017 Dear Windsor Ms. Please accept this letter as my official announcement of resignation from teaching grade 11/12 Physics teacher. My last working day will be 30 April, the end date of the spring deadline. I assure you that, during this transition period, I will work closely with my replacement to ensure that student learning is not done negatively. My lesson plan is still complete for the rest of the year and all the necessary course materials and training tools are ready for implementation. All my student files have been updated to continue preparing incoming teachers. Being a teacher at Montebello High School this past year and a half is a great privilege as well as an invaluable learning experience. I am grateful for this opportunity. I can reach my personal phone number or email address if you have any questions. Hearty Regards, \_\_\_\_\_ Naomi Bates Sample 2 In this sample, the teacher is writing his letter of resignation to their leader. When addressing your superintendent, they will be less familiar to you than your chief. So should keep your letter concise and to-the-point. Francesca Hill 1514 Medallon Rd. Beverly Hills, CA 90251 (555) 555-5555 Belinda Thomas Superintendent Los Angeles Unified School District 12 Parc St. Los Angeles, CA 90017 February 11th, 2017 Dear Mrs. Belinda Thomas, I am writing this letter to officially notify you that I will be resigning from my current position as a grade 6 teacher at West Elementary School. My last working day will be 20 June 2017. I'll take another position here in Beverly Hills. I have already informed key and fellow employees of my decision. We will work together to make this transition as smooth as possible. Teaching Westway Elementary is a real joy and has given me a more valuable professional relationship. If you have any questions or need additional information, you can contact me by phone or by email: franhill@email.com. Thanks for your time. Sincerely, \_\_\_\_\_ Francesca Hill Grade 6 Teacher Westway Elementary School random 3 Dear Dr. Nyland, This letter is informing you that in force on 6/1/2018, I will be resigning as a 3rd grade teacher at South Shore Elementary School. My time here is a wonderful experience and the students at South Shore Elementary School are second to none. However, after careful thought and reflection my two-hour commute time is too troublesome for me to continue. The school and school district itself is simply too far away for me to have a positive work-life balance. Thank you for the positive support you have provided during my 30-year term of office, and I wish you all the best with the other teachers. Please transfer any outstanding tax and retirement information to the above address, as well as any additional funds associated with me as well. John, Southampton

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