Sample

Sir:

This is to advise you of my resignation effective at the end of the day on Friday, March 17, 2012. Although I enjoy teaching and interacting with students on a daily basis, I have come to the conclusion that my skills and talents could be better utilized in another educational setting.

I hope that you will take into consideration some of the improvements I and other teachers have suggested that can help this school move toward excellence. The teachers and staff at ABC Middle School are some of the most caring and professional individuals I have ever met.

Thank you for the opportunity to work at ABC for the last year. I wish you and the school the best.

Sincerely,
Name