

TEACHER RESIGNATION LETTER

To: _____

School Name: _____

Principal / Supervisor: _____

From: _____

Teacher's Full Name: _____

Position / Subject: _____

Employee ID (if applicable): _____

Resignation Statement:

I hereby submit my formal resignation from my position as a teacher at the above-named school. This resignation is given voluntarily and with full understanding of its implications under applicable United States laws and school policies. I acknowledge that by submitting this letter, I am terminating my employment relationship with the school, effective as of the date agreed upon by both parties.

Reason for Resignation (Optional):

Acknowledgment of Duties and Obligations:

I understand and agree to fulfill all duties necessary to ensure a smooth transition, including but not limited to: completing all assigned responsibilities up to my last working day, cooperating in the handover of teaching materials, and complying with any other requirements set forth by the school administration.

Return of School Property:

I agree to return all school property in my possession, including keys, identification badges, teaching materials, equipment, and any other items belonging to the school, prior to or on my last day of employment. Failure to do so may result in deductions from final pay or other lawful remedies.

Confidentiality and Non-Disclosure:

I acknowledge that during my employment, I had access to confidential and proprietary information. I agree to maintain confidentiality and not disclose such information to any third party unless required by law or authorized by the school.

Final Pay and Benefits:

I understand that my final paycheck will be processed in accordance with applicable laws and school policies, including payment for any accrued but unused vacation or other benefits, subject to lawful deductions.

Legal Compliance:

This resignation letter shall be interpreted and enforced in accordance with the laws of the United States and the applicable state. Any disputes arising out of or related to this resignation shall be resolved through appropriate legal channels.

Effective Date of Resignation:

The effective date of my resignation shall be mutually agreed upon between myself and the school administration. I agree to provide any required notice period as stipulated in my employment contract or school policies.

Teacher's Signature

Principal / Supervisor Signature

Signature: _____

Signature: _____

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