Mr. A. Employee
1, My House
Any Street
This Town
PO57 3DE

Date

Mrs. A. Manager
The Company
Employment Street
That Town
PO57 3DE

Dear Sir/Madam,

Resignation from my position of SUBJECT Teacher

Please accept this letter as my resignation from the position of SUBJECT Teacher. I have decided to resign from my position as I feel that my skills have been challenged to their limits in my current role and I feel that it is time that I experienced something new and have found a different teaching role I would like to pursue.

I will of course be very sad to say goodbye to SCHOOL NAME and all the pupils I have taught, the teachers and colleagues that I have worked with. I feel that I have been given an excellent opportunity working for SCHOOL NAME under your guidance as a Head Teacher and for that I am eternally grateful.

In accordance with my terms and conditions of employment, my last working day will be DATE (maybe you may make it the end of the half term or term depending on the circumstances and of course your contract).

I would be grateful if you could forward me my P45 and any outstanding monies including holiday pay at the end of my contract.

Thank you again for the experience that you have given me, I am very grateful.
Best Wishes for the future.

Yours sincerely

NAME SURNAME