**The Best Resignation Letter from Teaching Job**

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April 17, 2019

Mr. Leroy Rich  
Principal  
Nashville High School  
625 Franklin Street  
New York, NY 08262

Dear Mr. Rich:

I am writing to inform you about my decision to resign from my position as a Math Teacher for Nashville High School. Please consider this letter a formal 2 weeks notice. That is to say, May 1 will be my last working day.

In spite of the fact that I enjoyed my job at Nashville High School immensely, I cannot continue at this point due to my higher studies. Recently, I got admission to Boston University’s postgraduate program and will need to move to Massachusetts by the end of June.

Had I another choice, I would not have left – but this opportunity is a dream come true. I must say that I took pleasure in every moment that I spent at Nashville High School and will miss my students and coworkers very much.

Thank you very much for the opportunities of professional development that you have provided me throughout my tenure at Nashville High School. I still want to be associated with the school and will keep in touch throughout my time at university. I wish the entire staff every success in their future endeavors.

Truly yours,

(Signature)  
Rachel Albert  
Math Teacher