**Teacher Two Weeks’ Notice Resignation Letter Sample**

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November 25, 2015

Mrs. Shirley Brown
Principal
Mossman Elementary School
666 Jefferson Avenue
Point Pleasant, WV 58987

Dear Mrs. Brown:

I sincerely regret having to hand in my resignation from my position as teacher for Mossman Elementary School on two weeks notice. Please note that December 8 will be my last working day.

As you know, I have been struggling with some health issues since the beginning of this year and have taken considerable time off as well. Recently, I was diagnosed with stage 1 cancer for which I have been prescribed immediate chemotherapy. Since some of my blood test results are not exactly favorable for chemotherapy at this time, my doctor has put me on medication to bring them on par, before commencing chemotherapy. This will take about 18 days.

I am absolutely aware of the fact that I am leaving midterm – I am afraid I have no choice. However, my co-teacher Enid Ross is quite well-trained to handle my class until arrangements can be made to hire a full time lead teacher. If you give the go-ahead, I will train her further so that the class does not suffer.

Working at Mossman Elementary School has been an amazing experience. I have gained friends in colleagues and children in students, and I am honestly grateful to you for providing me with this opportunity. I wish you good luck for a more prosperous future for the school in the coming years.

Sincerely,

(Signature)

Catherine Mint