**Teacher Resignation Letter to the School Principal**

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April 9, 2019

Ms. Crystal Bigg  
Principal  
St Peter’s Community School  
89 Blackwood Road  
Clementon, NJ 92135

Dear Ms. Bigg:

It makes me very sad to put my resignation from my position as an English Teacher for St Peter’s Community School. Please note that Monday, April 22 will be my last working day. This notice period complies to the stipulated two weeks’ notice that my teaching contract states.

St Peter’s Community School has remained an important part of my life ever since I began working here five years ago. My reason for leaving is nothing but personal. I enjoyed teaching English to my students and I believe I cannot get this precious experience from anything else.

As I do not want to leave my students in the lurch, I have given a notice which will provide the HR Department with the help to find a new English teacher. I am willing to assist in getting the new teacher acquainted with the school curriculum.

Thank you for giving me a chance to work at St Peter’s Community School. The experience I have gained here is something I will cherish forever. Thank you very much.

Sincerely,

(Sign Here)

Hannah Vault  
English Teacher