**Teacher Resignation Letter Sample 2   
(2-Weeks’ Notice)**

May 24, 2019

Dear Mr. Doe:

Please accept my resignation from my current position as Teacher for YES Prep Public School on two week’s notice, effective March 1.

My students have given me great contentment over the years, and the staff has been helpful to work with. Thank you for the support and the chances that you have provided me throughout my employment with the YES Prep Public School.

I will remain available in my office until March 1, 5:00 PM. If I can be of any help to you during this transition period, please let me know. I wish my colleagues and seniors best of luck in their future endeavors.

Sincerely,

(Signature)  
Sara Smith