Example resignation letter

Here is an example resignation letter by forum contributor Theo Griff:

*Date*

*Dear Mr Smith*

*Resignation from post of teacher at Grungy Green School*

*I wish to confirm that I am resigning my post of teacher at Grungy Green School with effect from 1 September 2018.  My last date of employment will thus be 31 August 2019, and my last date of attendance will be (put in date of last day of term).*

*I would like to thank you and the rest of the teachers at Grungy Green School for the support that you have given me throughout my time here. I have enjoyed working as a part of this team, and appreciate the opportunities that I have had for personal and professional development. I shall ensure that my remaining time working with the students of Grungy Green School will be as successful as the earlier terms.*

*Yours sincerely,*

*ANO Teacher*