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The Letter of The Teacher's Resignation is a notice used by a person in a teaching position who no longer wishes to occupy his current job. This may be for any reason, but the recommended practice is to give the educational organization as much notice as possible to help their efforts in finding a new teacher. At least two (2) weeks in a minimum period of time, which will at least allow the school to find a replacement. This type of resignation is usually delivered to a personally released teacher. Table Content Date Written Resignation Date Reason For resignation Gratitude for the post Name of the School and address resignation date Name and address teacher resignation Signature Before resigning from any position a person will want to make sure that there is already a job lined up in the process. This will ensure a smooth transition between tasks and their resume will further test the transition has been completed responsibly. 2. Talk to your boss The person who is resigning must speak to any superiors before resigning, be it the director or the superintendent of the district. This will give the superintendent time to start the process of finding a replacement teacher or candidate. 3. Complete your resignation statement And resign must be filed before the end. Make sure all items are dealt with so as not to provide confusion or misinterpretation of resignation. 4. File resignation Granting resignation of the Superintendent may be enough to file with the local school board however, the person must consult with his contact to ensure an additional copy should not be submitted directly to the school board How to write (Format) When writing a resignation statement, you must include a statement of your intention to resign, the exact date that your resignation will become effective and your excuse to leave. Chances are you will use this school as a benchmark, so you should always maintain a professional tone. If you enjoyed your teaching experience there, express your appreciation and gratitude. The more thoughtful and positive your letter is, the more likely you are to rely on this principle as a reference in the future. If you leave your current situation due to personal grievances or conflicts at school, you do not have to explain it. Instead, try to keep your letter as brief, professional and polite as possible. Formal letter At the top of your letter, you must include a form that indicates your name and personal contact information, the name and position of the person to whom the letter is addressed, the school or school district address, and the date. Example Felipe Nunez 324 Elm St. Boulder, CO, 45012 (555) 555-5555 Belinda Thompson Chief North West High 425 Remington Ave. Boulder, CO, 45881 April 21, 2017 Welcome/Introduction Begin your letter with an official greeting addressed to your principal or superintendent, and a brief introductory paragraph. Tell them that you will retire, indicate the position you are leaving, and indicate what your last day of work will be. If you leave your current teaching position midway through the term, you can briefly explain all the personal reasons that prompted you to do so. For example, dear Mrs. Finkelstein, I am writing this letter to let you know that I am taking up my current position as a 5th grade teacher at Hillbrook Elementary School. My last working day will be June 19 this year and my resignation will begin on September 1. An example #2 Mr. Adelays, please accept this letter as a formal notice of my resignation from my current position as a 7th grade teacher, from February 12, 2017. Unfortunately, my current health situation does not allow me to carry out my duties this year. Body Paragraph (s) In the body paragraph (s) of your letter, you can go into a little more detail describing your mind (s) to get out of the current teaching position. Your resignation statement will be kept on record, so be sure to mention the positive experiences and learning opportunities you received during your tenure. It is best to demonstrate gratitude and appreciation when addressing your director as he/she will be responsible for writing you a letter with a link in the future. An example #1 after much consideration, I decided to continue my studies at Penn University this fall and complete my doctorate in microbiology. I have enjoyed my career as a science teacher at Whitehorse High School and will miss my fellow staff. It will be bittersweet to finish this term as I will leave together with the graduating class, most of which I have taught since my first year at Whitehorse. I am so proud of my students and everything they have achieved. I'd like to thank you, Miss Chesterfield, for being so well aware of what you're working with. I have always appreciated that you are willing to listen to your staff and come up with solutions together to provide the best for your faculty and students. With the help of myself and the rest of the teaching staff, I have improved significantly as a teacher, for which I am eternally grateful. An example #2 although I am leaving in the medium term, I will remain as an adviser to my replacement, Ms. Janet Wilson. Over the next two weeks, I will accompany her to the classroom and review the sessions to help her get in the way with my lesson plan. She is a very capable teacher, and has worked in my class as a substitute teacher before. I sincerely appreciate your support during this difficult time. Teaching 3rd grade in Elementary has has my dream career, and it is with great sadness that I am retiring. Over the past few years, I have developed many cherished relationships with staff, parents and students in Sandy Beach. While I will be sorely missed by everyone, I am sure that we will stay in touch. Conclusion At the end of your letter, you must write a final sentence or paragraph and then the official sign off, your signature and your machine name. Finally, you can express your gratitude and/or offer an invitation for further contact. Your personal contact details should be included in your form, but you can write it here. For example, I will miss a lot of personal connections that I have made over the last three years, and it is with a heavy heart that I leave my current position. Please accept my thanks for helping to make my time at Ridgemount High so helpful. If you have any questions, feel free to contact me at my personal email address or phone number. Yours sincerely, Mrs. Eleanor French efrench@email.com (555) 555-5555 Example #2 Thanks again for the many pleasant years that we have worked together. I will be at your service forever. Please stay in touch. Sincere Relationship. - Charles West History Teacher Example 1 Below is an example of a letter written by a teacher resigning in the medium term. Rather than detailing the problems that led to this decision, the author is democratic and concise in his writing, keeping his letter both professional and positive. Ms. Naomi Bates 423 Westminster Place Princeton, NJ, 56001 (555) 555-5555 naomibee@email.net Ms. Carol Windsor Principal of Montebello High School 233 Senator Avenue Princeton, N.J., 56023 January 3, 2017 Dear Ms. Windsor, Please accept this letter as my official resignation notice from teaching 11/12 Teacher Physics. My last working day will be April 30, the end of the spring semester date. I assure you that I will work closely with my replacement during this transitional period to ensure that student learning will not be adversely affected. My lesson plan for the remainder of the year is complete and all the necessary training materials and tutorials are ready for implementation. All my student files have been updated to further train a new teacher. Being a teacher at Montebello High School in the last year and a half has been a great privilege as well as an invaluable learning experience. I am grateful for this opportunity. I can contact my personal phone number or email address if you have any further questions. Sincere respect - Naomi Bates Sample 2 In this sample, the teacher writes his resignation statement to his boss. Turning to your superior, they will be less familiar with you than your. That's why should keep your letter brief and to the point. Francesca Hill 1514 Medallion Rd. Beverly Hills, CA 90251 (555) 555-5555 Belinda Thomas Superintendent Los Angeles Unified School District 12 Park St. Los Angeles, California 90017 February 11, 2017 Dear Ms. Belinda Thomas, I am writing this letter to formally notify you that I will be resigning from my current position as a 6th grade teacher at Westway Elementary School. My last working day will be June 20, 2017. I'll be taking a different position here in Beverly Hills. I have already informed the director and my staff of my decision. We will work together to make this transition as smooth as possible. Teaching at Westway Elementary was a real pleasure and gave me a lot of valuable professional relationships. If you have any questions or need more information, you can contact me by phone or email at franhill@email.com. Thank you for your time. Sincerely, Francesca Hill Grade 6 Teacher Westway Elementary School Sample 3 Dear Dr. Nyland, This letter to inform you that effective 6/1/2018, I will be stepping down from my position as a 3rd grade teacher at South Shore Elementary School. My time here was a wonderful experience and the students of South Shore Elementary School have nothing second. However, after careful consideration and consideration my two hour commute time is too cumbersome for me to continue. The school and school district itself is just too far away for me to have a positive work life balance. Thank you for the positive support you have provided during my 30 years in office, and I wish you and the rest of the teachers all the best. Please pay any outstanding tax and pension information at the address above, as well as any additional cash due to me. Lindsey Stirling Stirling Cordial

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