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 1st September 2015.  My last date of employment will thus be 31 August 2015, 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 much 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,

A.N.O. Teacher