

This letter is a template for a resignation letter. These are only ideas for you to consider when writing your letter of resignation.

(Your Name
Address if they need to contact
you)

DATE:

Dr. James Elsasser, Ed.D.
Superintendent
1301 E. Orangethorpe Ave.
Placentia, CA 92870

(Always start by stating your pending retirement and date of said retirement)

Please accept my official resignation from the Placentia Yorba Linda Unified School District, effective
_____ June, 20____

(You may include some personal comments.)

Set the Appropriate Tone - The letter should be in a professional tone while maintaining the friendly tone that has marked your tenure.

Be Concise

Avoid Preaching - "If only . . . sets a negative tone.

Keep the Door Open – At some time following retirement, you may decide to apply for substitute teaching or a consulting position.

(Close with hopes for the future.)

I have enjoyed working alongside many dedicate teacher during my tenure and I wish the best to my fellow teachers, support team, and administration. It has been a privilege to have taught the many students I served over the years and wish them all the greatest success along the path in life that they have chosen.

Yours sincerely,

Your name
School Assignment

Cc –Rick Lopez, Assistant Superintendent of Personnel
, Principal (Your building administrator)