**HEARTFELT RESIGNATION LETTER**

Tripp Meter  
28 Nichols Street  
Alamo, TX 76192

October 12, 20XX

Tilda White  
ABC School  
983 Green Ave.  
Ft. Worth, TX 76101

Dear Ms. White,

Please accept this letter of resignation from ABC School as a sixth-grade history teacher. My last day of employment will be October 29, 2021.

Thank you so much for five excellent years at your school. I have worked alongside some wonderful colleagues and have had so many opportunities to grow and develop in my career field.

I will never forget my time at ABC School. Please let me know if you need any assistance with the transition.

All the best,

Signature **(hard copy letter)**  
Tripp Meter