

[Date]

Dear [Manager's name],

With this letter, I am giving two weeks' notice that I am leaving my position as [Job title] at [Company]. My last day will be [Last day].

Thank you for the support I have had at this school and for the chance to work with our students.

Before I leave, I will make sure lesson plans, grades and materials are organized and ready for whoever takes over my classes.

I wish you and the staff all the best.

Sincerely,

[Your name]

[Delete this note before you send: Replace every part in square brackets with your own details, then print and sign the letter or paste it into an email. Not legal advice. Check your contract and local law for notice rules.]