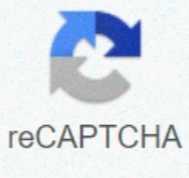




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Teaching assistant resignation letter

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Whatever your reason for quitting a job, you will always have to write a resignation letter. Your school might already be aware that you're moving on because you've been applying for jobs or because you're moving away. However, from a legal point of view, it isn't over until that resignation letter is written, so how do you get it right? There is no reason for a resignation letter to be a painful or emotional task, and this guide will talk you through everything you need to know. Related Resignation dates Resignation dates restrict teachers in terms of when they can hand in their notice. James Bowen, director of NAHT Edge, the union for middle leaders, says that if you are having an interview for a new role, then check what your expected start date will be. "The first thing to be aware of is the dates and deadlines for when you can hand in your resignation. Anybody going for an interview will need to be aware of when they are." Learn more about resignation dates if you are leaving to take up a new position in a different school, it's good practice to get your resignation in as soon as you have signed your contract with the new school, Bowen explains. "While you have no obligation to hand in your resignation before the deadline, your current school will appreciate it if you do so at the earliest opportunity. 11.3 other patterns of inheritance worksheet answer key.pdf "It is also always good to have a face-to-face meeting with your line manager first rather than go in cold with something in writing." How to resign? Resignations should be a short letter and hand delivered to the headteacher. If you are moving to a different school, then your headteacher would be aware you were thinking of leaving because you would have been attending interviews, and they would have written a reference for you. If you are leaving for another reason, it would be a good idea to let them know verbally before you hand in your letter. Sometimes, the timings of interviews and resignation dates can make this difficult. Malcolm Trobe, former deputy general secretary of the Association of School and College Leaders, explains: "If you are on an interview on the last date for resigning, then you should have a conversation with the headteacher and make arrangements to speak with them as soon as you know the outcome, and submit your resignation electronically if necessary." While resigning may seem as if it presents the opportunity to finally give that headteacher you've disagreed with over the years a piece of your mind, the resignation letter is absolutely not the place to do it. Bowen recommends remaining professional: "It is important to remembering to handle yourself professionally throughout the resignation process and after. For example, this is unlikely to be the best time to start airing a range of historical grievances." Instead, ask for an exit interview, and express any serious concerns you have in a professional and calm way. Learn how to handle your leadership resignation What should be in a resignation letter? This is the crucial part, where you have to make sure you have all bases covered for what needs to be in the letter. Trobe explains: "It is important to make clear in the resignation letter what will be your final date of employment. You may need to seek clarification of what this will be if you are leaving at Easter because of the moveable nature of the spring term end and summer term start. "You would usually thank the school for the support that you have been given in your time there and you may wish to name people who have been particularly helpful to you. It is polite to say what post you are going to, and to wish the headteacher and the school well for the future." Example resignation letter Here is an example resignation letter by forum contributor Theo Griff. 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 1 September 2018. My last date of employment will thus be 31 August 2019, and my last date of attendance will be (put in date of last day of term). 15462174677.pdf 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 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.

Sample Resignation Letter for School Teacher due to Marriage
Carla Moses 41 7th Street, Apt 55 Upper Arlington, OH 20201 (000) 987-7877
January 8, 2019
Ms. Ruth Flores Principal The Bear School 321 Pine Road Upper Arlington, OH 25888
Dear Ms. Flores:
Having been part of The Bear School since its inception in 2006, it has been difficult for me to hand over my resignation from my position as an English Teacher. Unfortunately, at this point in time, I do not have another option.
As per the terms in my teachers' employment agreement, I am giving a 1-month notice of my intention to leave. That is to say, February 7th will be my last working day.
I will be getting married on 15 March 2019 and will be moving to Batavia soon after. It was already decided between my fiancé and me that as soon as we got married, we will move to Batavia where he resides. Since it will be difficult for me to travel all the way to Upper Arlington on a daily basis, I have no choice but to leave my job.
Thank you for making my teaching career all the more meaningful by guiding me on every step. I will miss my colleagues and students immensely, as they have been a part of my life for many years.

Yours sincerely, ANO Teacher Is an email enough?

Jennifer Doe 123 Example Lane Miami, FL February 28, 2019
Bob Bessenton Vice President of Operations Century Realty Inc. 123 Current Work Ave. Miami, FL bob.bessenton@century.com
Dear Mr. Bessenton,
I'm writing to notify you that I will be resigning from my position as Marketing Manager effective March 14, 2019.
I appreciate the opportunity and have enjoyed working for Century Inc. over the last 3 years. The support and personal development you've provided has helped my career immensely.
If I can help or answer any questions during the transition, please let me know.
Sincerely, Jennifer Doe

While an email is legally sufficient, a letter is best practice, Trobe explains: "Although an email will legally cover your resignation, it is best to give a physical letter.

I would recommend following up an email with a written version if you have to use an email to legally cover yourself, eg, resigning on the final day when you are geographically distant." Want to keep up with the latest career advice? Follow Tes Jobs on Twitter and like Tes Jobs on Facebook Do You Get Paid For Vacation Days If You Quit? Teacher Assistant Resignation Letter for New Job Pam Price234 12th Street Apt 342Washington, DC, 70009July 26, 2022Mary LaneABC High School154 14th StreetWashington, DC, 70009Dear Ms. Lane:This letter is my formal notice that I am resigning from my job as a teacher assistant in ABC School. My last day of attendance will be DATE, which is the last day of this school year. I have decided to accept the position of Curator of the City Fine Arts Museum.I enjoy teaching, and would be happy to organize art workshops connected with the museum for your students if it would be considered useful. intelligence and giftedness ielts reading answers I sincerely appreciate the freedom and support you have given me in the teaching of art and appreciate the seriousness with which you promote fine arts in the school.

Rachel Adams 802 W. Park Street New York, NY 08233 (000) 987-7877 rachel@email.com May 23, 20XX
Ms. Lenny Rich Principal Nashville High School 432 Franklin Street New York, NY 08232
Dear Ms. Rich:
I am writing to inform you about my decision to resign from my position as Math Teacher for Nashville High School. Please consider this letter a formal 2 weeks notice to May 1st of my last working day.
In spite of the fact that I enjoyed my job at Nashville High School immensely, I cannot continue at this point due to my higher studies. Recently, I got admission at the Boston University post graduate program and will need to move to Massachusetts by the end of June. That I neither choose, I would not have left. Had this opportunity a dream come true. I must say that I took pleasure in every moment that I spent at Nashville High School and will miss my students and colleagues very much.
Thank you very much for the opportunities of professional development that you have provided me throughout my tenure at Nashville High School. I still want to be associated with the school and will keep in touch throughout my time at university. I wish the entire staff every success in their future endeavors.
In spite of the fact that I enjoyed my job at Nashville High School immensely, I cannot continue at this point due to my higher studies. Recently, I got admission at the Boston University post graduate program and will need to move to Massachusetts by the end of June. That I neither choose, I would not have left. Had this opportunity a dream come true. I must say that I took pleasure in every moment that I spent at Nashville High School and will miss my students and colleagues very much.
Thank you very much for the opportunities of professional development that you have provided me throughout my tenure at Nashville High School. I still want to be associated with the school and will keep in touch throughout my time at university. I wish the entire staff every success in their future endeavors.
Truly yours, (Signature) Rachel Adams Math Teacher

I hope I can continue to contribute to your curriculum. Thank you for the wonderful experience of teaching art in your esteemed school. Sincerely,SignaturePam Price Teacher Assistant Resignation Letter for Health Reasons Jim Long932 15th Street Apt. 123Reston, VA 20006Phone: 515-550-1234Email: jimjim MillerPrincipalXYZ High School323 Mountain View LaneReston, VA 20006RE: ResignationDear Mr. Miller:It is with great regret that I must inform you that in two weeks' time I am resigning from the position of Teacher Assistant. 75034494317.pdf I understand that my departure will cause a disruption, and I will do everything in my power to facilitate the smooth transition of duties to my replacement.My decision to resign is not due to any shortcomings from this school, but to a recent diagnosis of a severe health problem. I was advised by my physician to cease working as soon as possible. With much consideration, I must agree with my doctor's recommendation, because I cannot function at the typical level that I have no doubt you have come to expect, and focus on my health at the same time. While working here, the support and encouragement I have received and the connections I have made, both professional and personal, have been invaluable. I will miss the challenging nature of my work and the enjoyable atmosphere and coworkers. I will always be grateful.Sincerely, SignatureJim LongBy Andre BraduInteresting Finds