
Immediate Teacher Resignation Letter

Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to announce my immediate resignation from my position as [Your Position] at [School Name]. Effective immediately, I am stepping down from my role due to unforeseen personal circumstances that require my immediate attention and focus.

This decision was not taken lightly, and I deeply regret any inconvenience this may cause the school and my colleagues. I have enjoyed my time at [School Name] and value the relationships I've built with students and staff members. I will work diligently to ensure a smooth transition and provide any necessary assistance during this period of change.

Thank you for your understanding, and I apologize for any disruption my sudden departure may cause. I extend my best wishes to the [School Name] community and appreciate the support I've received during my tenure here.

Sincerely,

[Your Name]

[Your Signature]

