
Teacher Resignation Letter Example to Principal for Personal Reasons

[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 resignation from my role as [Your Position] at [School Name], effective [Last Working Day, typically two weeks from the date of the letter]. This decision was not easy and comes as a result of personal circumstances that require my full attention.

I want to extend my sincere gratitude to you, the staff, and the students for the incredible support and enriching experiences I've had during my time here. It has been an honor to contribute to the academic and personal growth of our students.

I am committed to facilitating a smooth transition for my students and colleagues during the remainder of my time here. I am confident that [School Name] will continue to thrive under your leadership.

Thank you for your understanding and support during this time. I wish [School Name] all the best in the future.

Warm regards,

[Your Name]

[Your Signature]

