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# Teacher Resignation Letter for Personal Reasons 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 resignation as [Your Position] at [School Name], effective [Last Working Day, typically two weeks from the date of the letter]. This decision comes as a result of personal reasons that require my immediate attention and focus.

I want to extend my sincere gratitude to you and the entire [School Name] community for the support and camaraderie I have experienced during my time here. It has been an incredible journey contributing to the growth and development of our students.

During my remaining time, I am committed to ensuring a smooth transition for my students and colleagues. I am confident that [School Name] will continue to flourish and provide exceptional education under your leadership.

Thank you for your understanding. I look forward to cherishing the memories and lessons from [School Name].

Best regards,

[Your Name]

[Your Signature]

