

Teacher Resignation Letter to Principal for Personal Reasons

[Your Name]

[Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, Zip]

Subject: Notice of Resignation

Dear [Principal's Name],

I am writing to formally notify you of my resignation from my role as [Your Position] at [School Name], effective [Last Working Day]. This decision has not come easily, but due to personal reasons, it has become necessary for me to step down.

I want to express my sincere gratitude for the opportunity to work in such an enriching environment. The experiences I have gained and the relationships I have built at [School Name] are invaluable, and I will carry them with me.

I understand the timing of my resignation may present challenges, and I am fully committed to assisting with the transition. Whether it is helping to identify a replacement or providing training, I want to ensure that my departure is as seamless as possible for the school and my students.

Please advise on the next steps and any specific requirements needed from me during this transition period.

Thank you once again for your understanding and support. I wish the entire [School Name] community all the best.

Warm regards,

[Your Name]