

# Letter of Resignation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally resign from my teaching position at [School's Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not come lightly, but I must prioritize my health and well-being.

Over the past [number of years you have been teaching], I have truly enjoyed my time at [School's Name] and working with my students and colleagues. However, due to ongoing health issues, I believe it is in my best interest to step down from my position.

I am committed to ensuring a smooth transition and will do everything possible to assist in this process during my remaining time. Thank you for your understanding and support.

Sincerely,

[Your Name]