

Resignation Letter

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 position as a teacher at [School's Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not been easy for me, but due to family commitments that require my immediate attention, I feel it is necessary for me to step away from my professional duties at this time.

I am grateful for the opportunities I have had at [School's Name] and the support from my colleagues and students. I hope to carry the skills and experiences gained here into my future endeavors.

I am committed to ensuring a smooth transition and will do everything I can to assist in wrapping up my responsibilities during my remaining time at the school.

Thank you for your understanding.

Sincerely,

[Your Name]