

# Teacher Resignation Letter to Principal for Personal Reasons

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[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 [Your Position] at [School's Name], effective [Last Working Day, typically two weeks from the date of the letter]. This decision has been made due to personal reasons that require my immediate attention and commitment.

Working at [School's Name] has been a rewarding experience, and I am grateful for the support and opportunities provided to me during my tenure. I have enjoyed working with the students, parents, and staff, and I am proud of the achievements and progress made during my time here.

I will ensure a smooth transition for my students and colleagues by preparing detailed handover notes and assisting with the onboarding of my replacement. Please let me know how I can further assist during this period.



**Thank you for your understanding and support.**

**Sincerely,**

**[Your Name]**