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]**