

# Resignation Letter Sample with Immediate Effect (Teaching Position)

This resignation letter sample with immediate effect from a teaching position provides a clear and professional template for educators who need to leave their role without notice. It emphasizes the importance of expressing gratitude for the opportunity, stating the decision firmly and respectfully, and offering to assist with the transition if possible. Using this **resignation letter sample** ensures the message is communicated effectively while maintaining positive relations with the school administration and colleagues.

## Sample Letter

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Principal's Name]  
[School Name]  
[School Address]  
[City, State, ZIP Code]  
Dear [Principal's Name],  
I am writing to formally resign from my position as [Your Position, e.g., Mathematics Teacher] at [School Name], effective immediately.  
This was not an easy decision and was made due to unforeseen personal circumstances that require my immediate attention. I sincerely apologize for any inconvenience my sudden departure may cause.  
I am committed to making this transition as smooth as possible and am willing to assist in any way I can as my schedule permits.  
I am grateful for having had the opportunity to work with such an excellent team and wish the school ongoing success.  
Yours sincerely,  
[Your Name]

### Tips for Use:

- Replace placeholders (e.g., [Your Name], [Principal's Name]) with your actual details.
- Be honest but tactful about the reason for your immediate resignation.
- Express gratitude and offer to support the transition if possible.