

Resignation Letter Sample: Teaching Position (Health Reasons)

[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., English Teacher] at [School Name], effective [Last Working Day, typically two weeks from date above].

This decision has not come easily, but after careful consideration and consultation with my healthcare providers, I have determined that it is in my best interest to step down due to ongoing health issues. My medical circumstances require my full attention and unfortunately prevent me from fulfilling my teaching responsibilities to the best of my ability.

I would like to express my sincere gratitude to you, my colleagues, and the entire school community for your support and encouragement during my tenure. It has been a privilege to teach and learn alongside such dedicated professionals and inspiring students.

To ensure a smooth transition, I am committed to assisting in any way I can over the coming weeks, including preparing any necessary lesson plans and supporting my replacement throughout the handover process.

Thank you once again for the remarkable experiences and opportunities I have enjoyed at [School Name]. I hope to return to teaching in the future when my health permits, and I leave with only the warmest of memories.

Sincerely,
[Your Name]