

Resignation Letter Sample for Teaching Job (Immediate Effect)

Date: [Insert Date]

To,
The Principal
[School Name]
[School Address]

Subject: Resignation from the Post of [Your Position]

Dear Sir/Madam,

I am writing to formally resign from my position as [Your Designation] at [School Name] with immediate effect, due to **[briefly state urgent reason, e.g., personal/health/family reasons]**.

I sincerely apologize for the abrupt nature of my resignation and for any inconvenience this may cause. I assure you that this decision was not made lightly and was necessary due to unforeseen circumstances.

I am grateful for the opportunities, support, and guidance I have received during my tenure at the school. Working with the staff and students has been a highly rewarding experience for me.

Please let me know how I can help during this brief transition period. I wish the school and all my colleagues continued success in the future.

Thank you for your understanding.

Yours sincerely,
[Your Name]
[Your Contact Details]