

# Teacher Resignation Letter Sample Due to Personal Reasons

This **teacher resignation letter sample due to personal reasons** provides a professional and courteous template for educators wishing to formally resign from their position. It clearly states the intention to leave the role while highlighting that the decision is based on personal circumstances. The letter maintains a respectful tone, expresses gratitude for the opportunity, and offers a notice period to ensure a smooth transition for the school and students. This sample serves as a useful guide for teachers seeking to communicate their resignation responsibly and thoughtfully.

## 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 [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration of personal circumstances that require my immediate focus.

I want to express my sincere gratitude for the opportunity to be part of the [School Name] community. It has been a privilege to work with supportive colleagues, dedicated administrators, and inspiring students. I am truly appreciative of the experiences and growth I have gained during my tenure here.

I will do my best to ensure a smooth transition over the coming weeks, including preparing lesson plans and assisting with the handover of my responsibilities.

Thank you again for your understanding and support. I hope to maintain a positive relationship in the future and wish the school continued success.

Sincerely,  
[Your Name]