
Teacher Resignation Letter For Family Reasons

Emily Carter
Fourth Grade Teacher
Sunset Elementary School
456 School Lane
Austin, TX 78748
emily.carter@sunsetelem.edu
512-555-7890
May 6, 2024

Dear Principal Anderson,

I am writing to formally resign from my position as a Fourth Grade Teacher at Sunset Elementary School, effective May 20, 2024. This decision has not come easily, but due to significant family reasons, I must prioritize their needs and step away from my role.

During my tenure, I have cherished working with the students, parents, and my colleagues. The growth and learning experiences I've been a part of have been profoundly rewarding. I regret that I cannot continue these relationships but trust that the school will continue to provide an excellent education.

To ensure a smooth transition, I am prepared to assist in training my replacement and will ensure that all grading and documentation are up to date before my departure.

Thank you for your understanding and support during this challenging time. I am hopeful to remain connected to the Sunset Elementary community in whatever capacity possible in the future.

Sincerely,

Emily Carter