

Teacher Resignation Letter for Family Reasons

Laura Davis

789 Cedar Lane

Houston, TX 77002

laura.davis@email.com

(713) 555-7890

October 23, 2024

Mr. Robert Jenkins

Riverbend High School

456 Maple Street

Houston, TX 77002

Dear Mr. Jenkins,

I am writing to inform you of my decision to resign from my position as English Teacher at Riverbend High School, effective November 6, 2024. This decision comes as a result of personal family reasons that require my full attention and presence during this time.

This has been a very difficult decision, as teaching at Riverbend High School has been an incredibly rewarding experience. I have truly enjoyed working alongside such dedicated colleagues and teaching our wonderful students. The support and camaraderie I have experienced here have made this an unforgettable chapter in my career.

I am committed to making this transition as smooth as possible. I will do everything I can to ensure that my responsibilities are handed over efficiently, and I am more than willing to assist with any tasks needed to make this process seamless for both the students and the school.

Thank you for your understanding and support during this time. I hope to remain in contact with the wonderful people I've met at Riverbend High School, and I appreciate all that this school community has given me over the years.

Sincerely,

Laura Davis