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# School Resignation Letter To Personal Reasons

**John Doe**

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**john.doe@email.com**

**(555) 987-6543**

**June 21, 2024**

**Ms. Sarah Johnson**

**Centerville High School**

**456 School Avenue**


**Centerville, TX 75833**

Dear Ms. Johnson,

I hope this letter finds you well. It is with a heavy heart that I submit my resignation from my position as 7th Grade Science teacher at Centerville High School, effective July 31, 2024. This decision has been incredibly difficult, but I have come to the conclusion that it is necessary due to personal reasons.

Over the past six years, I have had the privilege and honor of teaching at Centerville High School. The relationships I have built with my students, colleagues, and the entire school community have been immensely rewarding. However, personal circumstances now require my full attention and make it impossible for me to continue in my role.

Please be assured that I am committed to ensuring a smooth transition. I will work closely with my replacement and the administration to minimize any disruption to my



students' education. I am also happy to assist in any way possible during this transition period.

I want to express my heartfelt gratitude for the opportunities and support I have received during my time at Centerville High School. The experiences and lessons I have gained here will always hold a special place in my heart.

If you have any questions or need further information, please do not hesitate to reach out to me.

Thank you for your understanding.

Sincerely,

**John Doe**

7th Grade Science Teacher

Centerville High School