
Teacher Resignation Letter For Personal Reasons

Jane Doe

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May 27, 2024

Mr. John Smith

Lincoln Elementary School

456 School Street

Springfield, IL 62704

Dear Mr. Smith,

I am writing to formally resign from my position as 3rd Grade Teacher at Lincoln Elementary School, effective June 10, 2024. After careful consideration, I have decided to resign due to personal reasons that require my immediate and full attention.

This decision was not made lightly, and it pains me to leave a profession and a community that I deeply love. During my time at Lincoln Elementary, I have been privileged to work with outstanding colleagues and to teach students who have enriched my life in countless ways. I am proud of the work we have done together and am grateful for the support and encouragement I have received during my tenure.

Please let me know how I can assist during the transition period. I am willing to help in whatever ways possible to ensure a smooth handover of my responsibilities.

Thank D, you for the opportunity to be a part of Lincoln Elementary School. I am hopeful that my departure will not cause too much inconvenience, and I wish nothing but continued success to the school and everyone associated with it.

Sincerely,

Jane Doe