

Dear [Principal's Name],

I am writing to formally submit my resignation from my position as an Assistant Professor at [School Name], effective [last working day, typically four weeks from the date of the letter]. This decision has been carefully considered and is due to personal reasons that require my immediate attention.

I have truly appreciated the opportunity to contribute to the academic community at [School Name] and have enjoyed working with both the faculty and students. However, recent personal circumstances necessitate that I prioritise my family and personal well-being at this time.

I want to express my gratitude to you and the entire administration for your support and guidance during my tenure here. I am grateful for the opportunities for professional growth and development that I have received during my time at [School Name].

I am committed to ensuring a smooth transition during my remaining time here. I am willing to assist in finding a suitable replacement and completing any pending tasks or projects to the best of my ability. Please let me know if there are specific tasks or responsibilities that you would like me to prioritise during this transition period.

I want to thank you once again for the opportunity to be a part of the [School Name] community. I will always cherish the memories and relationships formed during my time here.

Sincerely,
[Your Name]