



Dear [Principal's Name],

I am writing to inform you of my decision to resign from my job due to personal reasons, effective [last working day, typically two to four weeks from the date of the letter]. This decision has been difficult for me, but it is based on personal reasons that require my immediate attention.

During my time at [School Name], I have had the privilege of working with dedicated colleagues and witnessing the growth and development of our students. I am grateful for the support and opportunities for professional development that I have received during my tenure.

However, due to personal circumstances that I must address, I am unable to continue in my role at this time. Please know that this decision was not made lightly, and I have considered it carefully.

I am committed to ensuring a smooth transition during the remainder of my time here. I am available to assist in any way possible to support the transition process, including training my replacement and completing any necessary documentation.

I want to express my sincere gratitude to you and the entire staff at [School Name] for your understanding and support during this challenging time. I will always cherish the memories and relationships formed during my time here.

Thank you for the opportunity to be part of the [School Name] community. I wish the school continued success in the future.

Sincerely,

[Your Name]

[Your Position]