[Date]

[Name of Principal]

[Name of School]

[Address of School]

[Community, Zip Code]

Dear [Name of Principal],

This letter is written for the purpose of giving notice of my resignation as a [type of class] teacher from your school due to personal reasons. Please take note that the effectivity date would be on [effectivity date] in accordance to the teaching contract that I signed on [start date].

I have enjoyed teaching at [name of school] and have fond memories of my life with the students. I am leaving for personal reasons. As such, I do not want to leave my responsibilities unattended and has informed human resources for a temporary replacement for me to hand over my responsibilities. I will assist him or her in any way possible to assure there won’t be anything left undiscussed. Please don’t hesitate to give me a call through the contact information below.

I want to thank you for the opportunities that have been given me. It was a blessing to have taught at this school. I am hoping for good things to come to the school in the near future. I will be bringing all my fond memories of this school and experience with me everywhere I may go.

Sincerely,

[Signature of Teacher]

[Name of Teacher]

[Contact Information]