

## SAMPLE RESIGNATION LETTER FOR PERSONAL REASON

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## Introduction

When a teacher wants to resign from the post of a teacher from a school, a resignation letter is submitted to the management. It is better to inform the reason for resigning. If the applicant wants to come back in future to the same school, the management would welcome the person as the reason for quitting was explained in the resignation letter.

## Sample Resignation Letter for Personal Reason Tips

The following tips will help you to write a teacher resignation letter:

- As a resignation letter is formal in nature, the tone of the letter should be polite.
- The language should be simple and easy to understand.
- The content of the letter should be short, precise and straightforward.

## Sample Sample Resignation Letter for Personal Reason

To

The principal,

Future Kids High School,

Hyderabad

Dear Madam,

This letter is to inform you that I am resigning from the post of Science Teacher and please treat this letter as a notice period of one month.

As my husband is getting transferred, I am forced to resign from the school. I had wonderful time with all the teachers and students. I learnt various new skills and teaching concepts. All my colleagues were very supportive of me and helped me in managing my sessions and I am really indebted to all of them. I am thankful for the support and encouragement I received from the management. You always encouraged me to participate in various extracurricular activities and helped me to widen my experience.

I hope you will understand my situation and accept my resignation. Please inform me if there are any other formalities to be completed before I leave.

Thanking you,

Yours Sincerely,

Radha Mathur

## Sample Resignation Letter for Personal Reason Template

To,

\_\_\_\_\_ (Principal's name)

\_\_\_\_\_ (School address)

\_\_\_\_\_

\_\_\_\_\_

From:

\_\_\_\_\_ (Your name)

\_\_\_\_\_ (Your address)

\_\_\_\_\_

Date \_\_\_\_\_ (date of writing letter)

Dear Mr. /Ms \_\_\_\_\_ (name of the concerned person),

I am writing this letter to inform you that I am submitting my resignation from the post of \_\_\_\_\_ (mention subject) teacher. Please consider this letter as a notice period for a period of .....(mention number of months) month.

I am resigning as .....(Give reasons).

I had a memorable time in the school. All the teachers and students were supportive and helped me in managing my sessions. You always encouraged me to participate in various extracurricular activities. I learnt various new methodologies in teaching from my colleagues. I am always indebted to you and my colleagues for being very supportive. It is a tough decision for me to submit my resignation. I hope to continue personal relations with all of you.

Thanking you,

Yours Sincerely,

\_\_\_\_\_ (Your name)

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