Teacher’s Name

Teacher’s Address

City, State, Zip Code

DATE

Principal’s Name

School’s Name

School’s Address

City, State, Zip Code

Dear Principal’s Name:

This letter is a formal notification that I will be resigning from position of science teacher in [Name of School] on DATE. My reason for resigning at this time is to take care of serious family issues that only I can resolve. I will not be able to work during that time.

Since I am giving one month’s notice, I will be able to assist in finding and training a replacement. I will faithfully fulfill my responsibilities until DATE.

I have had great job satisfaction working at [Name of School] and appreciate your understanding at this trying time. If there is anything I can do even after I leave to further any projects, please don’t hesitate to ask me. I can be reached at PHONE NUMBER or EMAIL ADDRESS.

Yours Truly,

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Signature of Teacher

Printed Name of Teacher