

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally resign from my position as [Your Position] at [School's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I have enjoyed my time at [School's Name] and am thankful for the opportunities to teach and grow alongside my wonderful colleagues and students.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you for your support and understanding.

Sincerely,

[Your Name]
[Your Position]