

[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].

I have greatly enjoyed my time at [School's Name] and am grateful for the opportunities I have had to work with such dedicated staff and wonderful students. This decision was not easy and took a lot of consideration, but I believe it is in the best interest of my professional development. Thank you for your support and understanding. I hope to stay in touch, and I wish the entire staff and students at [School's Name] continued success in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Signature (if sending a hard copy)]