

[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 hope this letter finds you well. I am writing to formally resign from my position as [Your Position] at [School's Name], effective [Last Working Day, e.g., two weeks from the date above].

This decision was not easy and involved considerable thought. I am grateful for the opportunities I have had during my time at [School's Name] and for the support from my colleagues and students.

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

Thank you for the wonderful experiences and support during my tenure. I look forward to staying in touch.

Sincerely,  
[Your Name]