

[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 appreciated the opportunity to work with the staff and students at [School's Name]. Thank you for your support during my time here.

I will do everything I can to ensure a smooth transition before my departure.

Sincerely,

[Your Name]
[Your Position]