

[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 involved considerable thought. I am grateful for the opportunities I have had to work with my students and colleagues during my time at [School's Name].

I appreciate your support and the experiences I gained while working here. Please let me know how I can assist during the transition period.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]