

[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, e.g., "Math Teacher"] at [School's Name], effective [Last Working Day, e.g., "two weeks from today, on Date"].

I am grateful for the opportunity to work at [School's Name] and appreciate the support and encouragement I have received throughout my time here. It has been a rewarding experience to work with both the staff and students.

I wish you and the school continued success in the future.

Thank you for your understanding.

Sincerely,  
[Your Name]