

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[School/Institute's Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally resign from my position as [Your Position/Role] at [School/Institute's Name], effective [Last Day of Attendance, typically two weeks from the date of the letter].

I have greatly appreciated the opportunity to be a part of [School/Institute's Name] and the experiences I have gained during my time here.

Thank you for your understanding. I wish the school continued success in the future.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Printed Name]