

[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 notify you of my [resignation/retirement] from my position as an English teacher at [School's Name], effective [last working day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities I have had to work with both my students and colleagues during my time here.

I will ensure a smooth transition by [mention any plans for handing over responsibilities or helping with the transition].

Thank you once again for your support and guidance.

Sincerely,

[Your Name]
[Your Position]