

[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 an English teacher at [School's Name], effective [Last Working Day, typically two weeks from the date above].

I have thoroughly enjoyed my time at [School's Name] and appreciate the opportunities I have had to contribute to the growth and development of my students.

Thank you for your support and guidance during my tenure. I wish the school continued success in the future.

Sincerely,

[Your Name]  
[Your Position]