

[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 date].

This decision was not easy, but after careful consideration, I believe it is in the best interest for my future. I am grateful for the opportunities I have had while working at [School's Name] and appreciate the support and encouragement you have provided me during my tenure.

I will do my utmost to ensure a smooth transition during my remaining time. Please let me know how I can assist in this process.

Thank you once again for the opportunity to be a part of [School's Name].

Sincerely,  
[Your Name]