

[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 the date above].

This decision was not made lightly, and I am truly grateful for the opportunity to be a part of the [School's Name] community. I have enjoyed working with my students and collaborating with my colleagues.

I wish the school, the staff, and the students continued success in the future.

Thank you for your understanding.

Sincerely,
[Your Name]