

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

I have truly enjoyed my time working with the children and staff at [School's Name]. It has been a rewarding experience, and I am grateful for the opportunities I've had to contribute to the growth and development of my students.

Thank you for your support and understanding. I wish [School's Name] continued success in the future.

Sincerely,
[Your Name]