

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[College Name]
[College Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally resign from my position as [Your Position] at [College Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunity to be a part of [College Name] and am grateful for the support and guidance you have provided during my time here. This decision was not easy, but I believe it is necessary for my personal and professional growth.

I will ensure that my responsibilities are transitioned smoothly and will do everything possible to assist in this process.

Thank you once again for the opportunities and experiences I have gained at [College Name].

Sincerely,

[Your Name]
[Your Position]