

[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 the music 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 am grateful for the opportunity to work with such talented students and dedicated colleagues. These experiences have significantly enriched my professional journey, and I will cherish the memories created here.

Please let me know how I can assist during the transition process. I wish the school and its music program continued success in the future.

Thank you for your support and understanding.

Sincerely,  
[Your Name]