

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[School District/Organization Name]
[School District Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as Superintendent of [School District/Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, and it comes after careful consideration of my career goals and personal aspirations. I have greatly valued the opportunity to serve the students, staff, and community during my tenure. I am committed to ensuring a smooth transition and will do everything possible to assist in this process.

Thank you for your support and cooperation. I wish [School District/Organization Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]