

[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 School Secretary, effective [last working day, typically two weeks from the date above]. I have appreciated the opportunity to work at [School's Name] and am grateful for the support and experiences I have gained during my time here.

Thank you for your understanding. I wish the school continued success in the future.

Sincerely,  
[Your Name]