

[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 Special Education Teacher at [School's Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunities for professional and personal growth during my time at [School's Name]. The experiences I've had here will always hold a special place in my heart, especially working with my wonderful students and supportive colleagues.

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

Sincerely,
[Your Name]