

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

I have appreciated the opportunity to work with such dedicated colleagues and students during my time here. This decision was not easy, and it comes after careful consideration of my career and personal goals.

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

Sincerely,
[Your Name]