

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Principal/Supervisor's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal/Supervisor'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 thoroughly enjoyed my time at [School's Name] and am grateful for the opportunities to grow professionally and contribute to our students' learning experiences.

Thank you for your support during my tenure, and I wish the school continued success.

Sincerely,
[Your Name]