

[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 my colleagues and students during my time at [School's Name]. This decision was not made lightly, and I sincerely hope to maintain positive relationships moving forward.

Thank you for your support and understanding. Please let me know how I can assist during the transition period.

Sincerely,  
[Your Name]  
[Your Position]