

[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].

This decision was not made lightly, as my time at [School's Name] has been filled with rewarding experiences and invaluable memories. The support from my colleagues and the joy of working with my students have profoundly impacted my life, and I will forever be grateful for the opportunity to be a part of this remarkable community.

I have cherished every moment spent in the classroom, witnessing students grow and succeed, and I will carry those memories with me as I embark on a new chapter in my life.

Thank you for your understanding and support during this transition. I am committed to ensuring a smooth handover and will do everything I can to assist in this process.

Wishing you and everyone at [School's Name] continued success and joy in the future.

Warm regards,  
[Your Name]  
[Your Position]