

[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 I have greatly enjoyed my time working with the students and faculty at [School's Name]. I am grateful for the opportunities for professional development and the support I have received during my tenure.

Please let me know how I can assist in the transition process. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the wonderful experience. I look forward to staying in touch.

Sincerely,
[Your Name]