

[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 hope this message finds you well. 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, and I am truly grateful for the support and opportunities I have received during my time at [School's Name]. Working with such dedicated staff and wonderful students has been a rewarding experience, and I will cherish the memories and lessons learned.

I am committed to ensuring a smooth transition and will do everything I can to assist in this process. Please let me know how I can help during this time.

Thank you again for the support and encouragement you have provided me. I look forward to staying in touch and wish you and the school continued success.

Sincerely,
[Your Name]