

[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].

I have truly enjoyed my time at [School's Name] and am grateful for the opportunities to grow professionally and personally. I appreciate the support and guidance I have received from you and the entire faculty. Thank you for the experiences and memories. I wish [School's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]