

[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 a special education teacher at [School's Name], effective [Last Working Day, typically two weeks from the date above].

I would like to express my gratitude for the opportunities I've had to work with a wonderful team and to support our amazing students. The experience has been invaluable to me, and I will carry the memories with me as I move forward in my career.

I am committed to ensuring a smooth transition and will do everything possible to support my students and colleagues during this period.

Thank you again for your support and encouragement. I am looking forward to staying in touch.

Sincerely,

[Your Name]