

[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].

After [number] years of dedicated service, this decision was not made lightly. I have truly enjoyed my time at [School's Name], working alongside my colleagues and engaging with my students. The support and camaraderie within our school community have been invaluable to me as an educator.

I am proud of the contributions I have made during my tenure, and I cherish the memories of the countless moments shared with my students and fellow teachers.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you for your leadership and support throughout the years. I look forward to staying connected and wish [School's Name] continued success in the future.

Warm regards,

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