

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally resign from my position as [Your Position] at [School Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly enjoyed my time at [School Name] and am grateful for the opportunities to grow professionally and personally. I appreciate the support from my colleagues and the administration, as well as the experiences I've had with my students.

I am committed to making the transition as smooth as possible. Please let me know how I can assist during this period.

Thank you once again for the invaluable experiences I have gained during my time at [School Name].

Sincerely,
[Your Name]