

[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].

I have greatly appreciated the opportunity to work with an amazing team and to contribute to the education of our students. Working at [School's Name] has been a significant part of my professional journey, and I am grateful for the experiences and support I have received during my time here.

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

Thank you once again for the wonderful opportunities and memories. I wish you, the staff, and the students all the best in the future.

Sincerely,  
[Your Name]