

[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 part-time teacher at [School's Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunity to work at [School's Name] and to contribute to the education of our students. Each experience has been rewarding and has greatly enriched my professional journey.

I am committed to ensuring a smooth transition and will do everything possible to assist in this process during my remaining time.

Thank you for your support and guidance during my tenure here. I look forward to staying in touch.

Sincerely,
[Your Name]