

[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].

This decision was not made lightly, and I am grateful for the opportunities I've had to work with such dedicated colleagues and inspiring students. I will always cherish my time here and the experiences I have gained.

I am committed to ensuring a smooth transition and will assist in handing off my responsibilities in the coming weeks.

Thank you for your support and understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]