

[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 appreciate the opportunities for professional and personal growth that you have provided me during my time at [School's Name]. I will always be grateful for the support and guidance received from you and my colleagues.

Thank you for your understanding.

Sincerely,
[Your Name]