

[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 understand that this notice is shorter than the standard timeframe, and I sincerely apologize for any inconvenience this may cause.

This decision was not made lightly, and it comes after careful consideration of my personal circumstances. I am grateful for the opportunities I have had to work alongside such dedicated staff and to contribute to the education of our students.

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

Thank you for your understanding.

Sincerely,
[Your Name]