

[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 appreciated my time at [School's Name] and am grateful for the opportunities I've had to work with such dedicated staff and wonderful students.

I will ensure a smooth transition and complete all necessary tasks before my departure. Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]