

[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 greatly appreciated the opportunity to work at [School's Name] and to contribute to the education and growth of our students. It has been a rewarding experience, and I am grateful for the support and encouragement I have received from you and my colleagues.

Please let me know how I can assist during the transition and if there are any formalities I need to complete.

Thank you once again for the wonderful opportunity. I wish you and the team all the best in the future.

Sincerely,
[Your Name]
[Your Position]