

[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, usually two weeks from the date above].

I have enjoyed my time at [School's Name] and am grateful for the opportunities I've had to grow and learn. I appreciate all the support from my colleagues and the administration during my tenure.

I will do my best to ensure a smooth transition and assist in the handover of my responsibilities.

Thank you for everything.

Sincerely,  
[Your Name]