

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School Name]
[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally resign from my position as [Your Position] at [School Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, as I have enjoyed my time working with the students and faculty at [School Name]. I am grateful for the opportunities I have had to contribute to the school community and to grow professionally.

I will ensure that all my responsibilities are handed over smoothly and will assist in the transition process during my remaining time.

Thank you for your support and understanding. I wish [School Name] continued success in the future.

Sincerely,

[Your Name]

[Your Position]