

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Principal's/Head's Name]  
[Institution's Name]  
[Institution's Address]  
[City, State, Zip Code]

Dear [Principal's/Head's Name],

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

This decision was not made lightly, as I have greatly valued my time at [Institution's Name] and the opportunity to work with such dedicated colleagues and students.

I am committed to ensuring a smooth transition and will do everything possible to assist during this period.

Thank you for the support and opportunities for growth during my time at [Institution's Name]. I look forward to staying in touch.

Sincerely,  
[Your Name]