

[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].

This decision was not made lightly, and I appreciate the opportunities for professional and personal growth that I have experienced during my time at [School's Name]. I am grateful for the support and guidance from you and my colleagues.

I will ensure a smooth transition by completing my responsibilities and assisting in the handover process.

Thank you once again for the chance to be part of [School's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]
[Your Position]