

[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 at [School's Name], effective [Last Working Day, e.g., two weeks from today]. This decision was not easy and involved a lot of consideration.

I appreciate the opportunities for professional and personal development that I have received during my time at [School's Name]. I am grateful for the support from my colleagues and the administration, as well as the positive experiences I have had with the students.

I will ensure a smooth transition by [mention any steps you will take, e.g., completing current assignments, assisting in finding a replacement, etc.].

Thank you once again for the opportunity to be a part of [School's Name]. I wish everyone continued success, and I hope to stay in touch.

Sincerely,
[Your Name]
[Your Job Title]