

[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 of the letter].

I have greatly appreciated the opportunity to work at [School's Name] and to contribute to the education of our students. I am grateful for the support and encouragement I have received during my time here.

Thank you for everything. I wish you and the school continued success.

Sincerely,
[Your Name]