

[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 easy, but after careful consideration, I believe it is in the best interest of my professional growth and personal circumstances. I am grateful for the opportunities I've had during my time here and the support from my colleagues and students.

I am committed to ensuring a smooth transition and will do everything I can to assist in this process during my remaining time.

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

Sincerely,
[Your Name]