

[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].

I have greatly enjoyed my time at [School's Name] and am grateful for the opportunities I have had to work with such dedicated colleagues and inspiring students. This decision was not made lightly, but I believe it is in the best interest of my professional growth and personal circumstances.

I am committed to ensuring a smooth transition and will do everything possible to assist in the handover of my responsibilities. Please let me know how I can help during this time.

Thank you for your understanding, support, and all the experiences I have gained while working at [School's Name]. I look forward to staying in touch and wish the school continued success.

Sincerely,
[Your Name]