

[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 an easy one to make, but after careful consideration, I believe it is the best choice for my personal and professional growth. I have greatly enjoyed my time at [School's Name] and am grateful for the opportunities I have had to work with the students and my colleagues.

I will do my best to ensure a smooth transition and will be happy to assist in any way during my remaining time here.

Thank you once again for the support and guidance you have provided during my tenure.

Sincerely,
[Your Name]