

[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 hope this message finds you well. 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 made lightly, and I have truly cherished my time at [School's Name]. The experiences I have gained and the relationships I have built with both students and faculty are invaluable to me.

I am committed to ensuring a smooth transition and will do everything in my power to assist in the process during my remaining time here, including preparing my students for the upcoming changes.

Thank you for your support and guidance throughout my tenure. I look forward to staying in touch, and I wish [School's Name] continued success in the future.

Sincerely,
[Your Name]