

[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/Subject] at [School's Name], effective [Last Working Day, typically two weeks from the date above].

I have enjoyed my time at [School's Name] and appreciate the opportunities for professional growth and development. This decision was not easy, but I believe it is necessary for my personal and professional journey.

Thank you for your support and guidance during my tenure here. I wish the school and my colleagues continued success.

Sincerely,

[Your Name]
[Your Position]