

[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 enjoyed my time at the school and am grateful for the opportunities I have had to work with both students and staff.

Thank you for your support during my time here. I wish [School's Name] continued success in the future.

Sincerely,

[Your Name]  
[Your Position]