

[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 of the letter].

I would like to express my gratitude for the opportunities I have had during my time at [School's Name]. It has been a pleasure to work with my colleagues and to teach such wonderful students.

Please let me know how I can help during the transition period. I wish you and the school continued success in the future.

Sincerely,

[Your Name]  
[Your Position]