

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Principal's Name]  
[School Name]  
[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally resign from my position as an elementary school teacher at [School Name], effective [last working day, typically two weeks from the date above].

I have enjoyed my time teaching at [School Name] and am grateful for the opportunities and experiences I have gained while working with such dedicated colleagues and wonderful students.

Thank you for your support and understanding. I wish you and the school continued success.

Sincerely,  
[Your Name]