

[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].

This decision was not made lightly, as my time at [School's Name] has been incredibly rewarding and fulfilling. I have cherished the opportunity to work with our students, collaborate with my colleagues, and contribute to the school community.

I am grateful for the support and mentorship I have received during my tenure, and I will always hold fond memories of my experiences here. I am committed to ensuring a smooth transition and will do everything possible to assist in the handover of my responsibilities.

Thank you for the wonderful opportunities I have had during my time at [School's Name]. I look forward to staying in touch and wish the school continued success in the future.

Sincerely,

[Your Name]
[Your Position]