

[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 hope this message finds you well. 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, and I am truly grateful for the opportunities I have had to be part of such a dedicated team and to work with inspiring students. During my time at [School's Name], I have learned and grown immensely, and I will carry those experiences with me as I move forward in my career.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for your support and encouragement throughout my tenure. I am looking forward to staying in touch and hoping to cross paths in the future.

Warm regards,

[Your Name]  
[Your Position]