

[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 greatly appreciated the opportunity to work with such dedicated staff and to contribute to the educational growth of our students. This decision was not an easy one, and it comes after careful consideration of my career and personal goals.

I am committed to ensuring a smooth transition and will do everything I can during my remaining time to assist in this process.

Thank you for the support and guidance during my time at [School's Name].

I wish you, the staff, and the students all the best in the future.

Sincerely,

[Your Name]
[Your Position]