

[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 [Your Position] at [School Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunities for professional and personal growth during my time at the school. I am grateful for the support of my colleagues and the experiences I've shared with my students.

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

Sincerely,
[Your Name]
[Your Position]