

[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 appreciate the opportunities I have had during my time at the school and wish the students and staff all the best in the future.

Thank you for your understanding.

Sincerely,  
[Your Name]