

[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 want to take this opportunity to express my heartfelt gratitude to my colleagues at [School's Name]. Working alongside such dedicated and talented individuals has been one of the most rewarding aspects of my time here. Their support, collaboration, and camaraderie have enriched my professional journey and contributed significantly to my growth as an educator.

I will cherish the memories we've created together, from our teamwork in the classroom to our shared goals of fostering a nurturing environment for our students. I truly appreciate the encouragement and friendships that have developed during my time at this wonderful school.

I am committed to ensuring a smooth transition during my remaining time. Please let me know how I can assist in the process.

Thank you once again for the opportunity to be part of this incredible team. I wish you all continued success and look forward to staying in touch.

Warm regards,
[Your Name]
[Your Position]