

[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].

Due to medical reasons, I find it necessary to step down from my role to focus on my health and recovery. This decision was not made lightly, as I have truly enjoyed my time working with the students and staff.

I am committed to ensuring a smooth transition and will do my best to assist in any way possible during this process. I am grateful for the support and opportunities I have received during my time here.

Thank you for your understanding.

Sincerely,
[Your Name]