

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Principal's Name]  
[School's Name]  
[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. It is with a heavy heart that I write to formally resign from my position as [Your Position] at [School's Name], effective [Last Working Day, e.g., two weeks from the date above]. This decision was not made lightly, as my time at [School's Name] has been one of the most rewarding experiences of my life. I am truly grateful for the support of my colleagues, the kindness of the administration, and, most importantly, the joy of working with my wonderful students.

Reflecting on the memories we've created together fills me with a profound sense of gratitude. From [specific memory or project], to witnessing my students grow and succeed, every moment has shaped my passion for teaching.

However, [brief explanation of the reason for resignation, e.g., pursuing a new opportunity, family commitments, etc.]. I believe this is the right choice for my future, but I will deeply miss the community we have built here.

I wish the best for [School's Name] and everyone in it. I am committed to ensuring a smooth transition and will do everything I can to support my students and colleagues in the remaining days of my tenure.

Thank you for your understanding and for the incredible opportunity to be a part of this amazing school.

With heartfelt appreciation,

[Your Name]