

[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.

I am writing to formally announce my resignation from my position as
[Your Position] at [School's Name], effective [Last Working Day, Date].

This decision was not made lightly, and I am grateful for the time I
spent at [School's Name]. The support from my colleagues and the growth
of my students have been truly rewarding.

I am committed to ensuring a smooth transition and will do everything in
my power to assist in this process during my final days here.

Thank you for the opportunities and experiences I have gained during my
tenure. I look forward to staying in touch and wish the school continued
success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]