

[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].

This decision was not easy and took a lot of consideration. I have greatly enjoyed working at [School's Name] and am grateful for the opportunities I've had to grow professionally and personally during my time here.

I appreciate the support and guidance from you and my colleagues, and I am proud to have contributed to our students' learning experiences. I am committed to ensuring a smooth transition and will do everything possible to assist in the handover process. Please let me know how I can help during this period.

Thank you once again for the opportunity to be part of [School's Name]. I look forward to staying in touch and wish the school continued success in the future.

Sincerely,
[Your Name]