

[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 have greatly enjoyed my time at [School's Name] and am thankful for the opportunities to grow and contribute to the school community. The support from my colleagues and the experiences I've gained will always hold a special place in my heart.

Please let me know how I can assist during the transition.

Thank you once again for everything.

Sincerely,
[Your Name]
[Your Job Title]