

[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 teaching position at [School's Name], effective [Last Working Day, e.g., two weeks from today]. This decision has not come easily to me, but due to personal reasons, I believe it is in the best interest for myself and my family.

I want to express my gratitude for the opportunities I have had at [School's Name] and for the support from my colleagues and students. I will do my best to ensure a smooth transition and to complete any outstanding responsibilities during my remaining time.

Thank you for your understanding. I hope to stay in touch, and I wish [School's Name] continued success in the future.

Sincerely,

[Your Name]