

[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 an easy one, as I have enjoyed working with the staff and students. However, due to personal reasons, I must step away from my position.

I want to express my gratitude for the opportunities I have had during my time at [School's Name]. I appreciate the support and encouragement from you and my colleagues. I hope to leave my responsibilities in a manner that minimizes any disruptions.

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

Sincerely,

[Your Name]