

Resignation Letter Template

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally resign from my position as [Your Position] at [School Name], effective [Last Working Day, typically two weeks from date].

It has been an honor to educate and inspire students at [School Name]. I am grateful for the opportunities for personal and professional growth provided to me during my time here. The support from my colleagues and the leadership team has been invaluable.

As I move forth into the next chapter of my career, I will carry the experiences and lessons I have learned here with me. I am committed to ensuring a smooth transition and will assist in wrapping up my duties and responsibilities.

Thank you for your understanding. I hope to stay in touch in the future.

Sincerely,

[Your Name]