

Subject: Resignation - [Your Name]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally resign from my position as [Your Position] at [School Name], effective [Last Working Day, typically two weeks from the date of the email].

It has been a privilege to work alongside such a talented team and contribute to the education of our students. I am grateful for the support and opportunities I have received during my time here.

Please let me know how I can assist in the transition during my remaining time. I hope to stay connected and wish you and the school continued success.

Thank you once again for everything.

Sincerely,
[Your Name]
[Your Contact Information]