

Resignation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 easy, and it took a lot of consideration. I have greatly enjoyed my time at [School's Name] and am thankful for the opportunities to grow professionally and personally during my tenure.

I am committed to making this transition as smooth as possible and will do everything I can to assist in the handover process.

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

Sincerely,

[Your Name]