

# Immediate Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

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Dear [Principal's Name],

I am writing to formally resign from my position as [Your Position] at [School's Name], effective immediately.

This decision has not been easy and comes after careful consideration of my current circumstances. I want to express my gratitude for the support and opportunities I have received during my time at the school.

Please let me know how I can assist in transitioning my responsibilities. I wish the school and my colleagues all the best moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]