

Resignation Letter

[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 has not come easily, as I have greatly enjoyed working here and being a part of the school community. However, due to personal reasons, I feel it is necessary for me to step down from my teaching position at this time.

I want to express my gratitude for the support and opportunities I have received during my time at [School's Name]. I am committed to ensuring a smooth transition and will do everything I can to assist in wrapping up any outstanding duties.

Thank you for your understanding.

Sincerely,

[Your Name]