

[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 teaching position at [School's Name], effective [Last Working Day, e.g., two weeks from today]. This decision was not an easy one, but after careful consideration, I believe it is necessary for my personal and professional growth.

I would like to express my sincere gratitude for the opportunities I have had during my time at [School's Name]. The support from you, my colleagues, and the students has been invaluable, and I am truly thankful for the experiences I've gained and the relationships I've built.

Thank you once again for everything. I hope to stay in touch and wish [School's Name] continued success in the future.

Sincerely,

[Your Name]