

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 two weeks from today, [Last Working Day].

This decision was not easy and took a lot of consideration. I have greatly enjoyed working at [School's Name] and am thankful for the opportunities to grow both personally and professionally during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities properly. Please let me know how I can assist during this period.

Thank you again for the opportunity to be a part of [School's Name]. I look forward to staying in touch and wish you and the school continued success.

Sincerely,

[Your Name]