

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Principal's Name]  
[School Name]  
[School Address]  
[City, State ZIP Code]

Dear [Principal's Name],

I am writing to formally resign from my position as [Your Position] at [School Name], effective [Last Working Day, typically two weeks from date above].

This decision has not come easily, but after careful consideration and reflection, I have determined that I must step down in order to devote more time and attention to important family commitments. Prioritizing my family at this time is essential, though it is difficult to say goodbye to such a supportive community.

I would like to express my sincere gratitude for the opportunities, guidance, and encouragement I have received during my tenure at [School Name]. Working alongside such talented colleagues and supportive administrators has been an enriching experience, and I am thankful for the chance to contribute to the growth and development of our students.

In the coming weeks, I am committed to ensuring a smooth and effective transition for my students and fellow staff members. Please let me know how I can be of assistance to help during this period.

Thank you once again for your understanding and support. I will cherish my time spent at [School Name] and look forward to staying in touch.

Sincerely,  
[Your Name]