

[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],

Please accept this letter as formal notice of my resignation from my position as [Subject/Grade] Teacher at [School Name], effective [Last Working Day, typically two weeks from the date above].

I want to express my sincere gratitude for the support, encouragement, and professional opportunities I have received during my tenure at [School Name]. The collaborative spirit among the staff, the positive and inclusive culture fostered by the administration, and the enthusiastic engagement of students have made my experience here truly rewarding.

I have greatly enjoyed being a part of the [School Name] community and deeply appreciate the emphasis on both academic excellence and personal growth. The guidance and mentorship I have received have contributed meaningfully to my own development as an educator.

While this was not an easy decision, I have decided to pursue [a new opportunity/personal reasons/other brief explanation if desired]. I am committed to making this transition as smooth as possible and will gladly assist in training my replacement or ensuring uninterrupted progress for my students during this period.

Thank you again for the wonderful memories and for your unwavering support. I wish [School Name] continued success and growth in the future.

Sincerely,
[Your Name]