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# Sample Resignation Letter Example

[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 announce my resignation from my position as [Your Position] at [School Name], effective [Resignation Date, typically two weeks from the date of the letter]. While it is difficult to bid farewell to an institution I have grown to love, I believe it is time for me to pursue new opportunities and challenges.

I want to express my deep gratitude for the experiences and growth I've gained during my time at [School Name]. It has been an honor to contribute to the development of students and collaborate with fellow educators. I am committed to ensuring a smooth transition by working closely with my colleagues to provide necessary information and support.

I extend my best wishes to the students, staff, and administration of [School Name]. Thank you for the valuable lessons and memories I will carry with me throughout my career.

Sincerely,

[Your Name]

[Your Signature]

