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# Short 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 inform you of my resignation from my position as a [Your Position] at [School Name], effective [Last Working Day, typically two weeks from the date of the letter]. I have truly enjoyed my time here and am grateful for the experiences. Thank you for your understanding.

Sincerely,

[Your Name]