Short resignation for digital communication

Subject: Resignation Notice

Dear [Principal's Name],

Please accept this message as formal notice of my resignation from my teaching position at [School Name], effective [Last Working Day].

I am grateful for the opportunity to contribute to the school and will ensure a smooth transition during my remaining time here.

Sincerely,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/teacher-resignation-letter