**Simple Resignation Letter for Teacher in Private School**

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

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

**Dear [Principal's Name],**

**Please accept this letter as formal notice of my resignation from my position as [Your Position] at [Private School's Name], effective [Last Working Day]. This decision has been made after much reflection and consideration.**

**I am thankful for the opportunities and experiences I have had while working at [Private School's Name]. It has been a pleasure to work with such dedicated students and colleagues.**

**I will do my best to ensure a smooth transition by preparing my class and assisting in the transition process. Please let me know if there is anything specific I can do to help during this time.**

**Thank you for your understanding.**

**Sincerely,**

**[Your Name]**