
Teacher Resignation Letter to Principal PDF

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to formally resign from my position as [Your Position] at [School's Name], effective [Last Working Day]. This decision comes after much personal deliberation and reflection.

I have thoroughly enjoyed my tenure at [School's Name] and am grateful for the support and encouragement provided by the administration, my colleagues, and the students. The experiences and knowledge I have gained here have been invaluable.

I am committed to making this transition as smooth as possible. I will ensure that all my duties and responsibilities are properly handed over and that my students are prepared for the change.

Thank you for the opportunity to be part of [School's Name]. I wish the school continued success.

Sincerely,

[Your Name]