

Notification of Departure

Date: [Insert Date]

To: [School Name]

Address: [School Address]

Dear [Principal's Name],

I am writing to formally notify you of my departure from [School Name]. My last day of attendance will be [Last Day of Attendance].

This decision was not an easy one, but due to [brief reason for departure], I believe it is in my best interest to move on to new opportunities.

I would like to express my gratitude for the support and education I have received during my time at [School Name]. I have learned a great deal and will always cherish the memories I made here.

Please let me know if there are any final steps required on my part before I leave.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]