

# Exit Notice

Date: [Insert Date]

To,

[Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I am writing to formally announce my resignation from my position as [Your Position] at [School's Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision was not made lightly, and I have greatly enjoyed my time at [School's Name]. I am immensely grateful for the opportunities and experiences I have gained during my tenure here.

I will ensure that all my responsibilities are completed and that a smooth transition occurs during my remaining time. I am happy to assist in training a replacement if needed.

Thank you for your understanding and support. I hope to keep in touch in the future.

Sincerely,

[Your Name]

[Your Contact Information]