

# Transitional Resignation Letter

[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, typically two weeks from the date above].

This decision was not easy and involved considerable thought, as I have truly enjoyed my time here and am grateful for the opportunities to work with the students and staff. However, I feel it is time for me to transition to the next phase of my career.

During my remaining time, I am committed to ensuring a smooth transition. I will make every effort to wrap up my responsibilities and support the team in any way I can.

Thank you for the support and guidance during my tenure at [School's Name]. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]