

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 was not an easy one, but after careful consideration, I believe it is the best choice for my professional growth and personal circumstances.

I have thoroughly enjoyed my time at [School's Name] and am grateful for the opportunities I have had to work with such dedicated colleagues and inspiring students. I will always cherish the memories and experiences I have gained here.

As I transition to the next chapter of my career, I kindly request a recommendation letter from you to support my future endeavors. Your insight into my contributions to the school would be invaluable, and I would greatly appreciate your assistance.

Thank you for your understanding and support. I hope to maintain our professional relationship in the future and wish you and the school continued success.

Sincerely,

[Your Name]