
Resignation Letter for School Work

Dear [Principal/Manager's Name],

After much reflection and consideration, I have decided to resign from my position as [Your Position] at [School Name], effective [Last Working Day]. My time at [School Name] has been deeply rewarding, with every day bringing new learning experiences and memories, especially with the students and the supportive staff.

My decision is based on [personal reasons/family reasons/another job opportunity/etc.], and it has been one of the hardest I've had to make. I truly cherish the bonds I've formed with my students, colleagues, and the broader school community. I am grateful for the opportunities for professional growth and the trust you placed in me.

I pledge my complete support in ensuring a smooth transition, whether it's training a successor or providing detailed handover notes. Please let me know how I can assist in this phase.

Thank you for understanding and for the incredible journey.

Warm regards,

[Your Name]