
School Resignation Letter with Notice

Dear [Principal's Name],

I am writing to formally resign from my position as [Job Title] at [School Name], effective [Date - typically two weeks from the current date]. I have been offered a new opportunity that aligns with my long-term career goals.

Working at [School Name] has been a valuable experience. I appreciate the knowledge, skills, and friendships I've gained here. I am willing to help train my successor and ensure a seamless transition.

Thank you for the guidance and support throughout my tenure.

Sincerely,

[Your Name]