**Included:**

Introduction

Resignation Letter to Principal Tips

Sample Resignation Letter to Principal

Resignation Letter to Principal Template

Resignation Letter to Principal

Letters.org

**Introduction**

This type of letter is usually written by a teacher or professor resigning from an educational institution. The principal being the head of an education institution, the letter is addressed to them. a skillfully written resignation letter allows the teacher to exit gracefully and maintain amicable relations.

**Resignation Letter to Principal Tips**

Here are a few tips for teachers who want to write a resignation letter to the principal

* Keep the tone of the letter formal and informative
* Clearly explain reasons for resignation
* Mention your last day of working, and tenure served
* Submit the letter well in advance so that the courses can continue undisturbed

Sample Resignation Letter to Principal

From,

Howard Wolowitz

279, Ben-Gurion Avenue

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Date --------- (Date of letter)

To,

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Dear Dr. Hoffstader,

I am writing to inform you of my decision to resign as Junior Lecturer from St.Patrick’s College with effect from 01-09-2013, three months from now.

I have enrolled for a PhD in Theoretical Physics and will require to do a lot of research, which will leave me with no time for a full time job.

The four years I spent at St.Patrick’s have been enriching, educative and entertaining as well. I am thankful to my seniors, colleagues and the students, who make life in a college so colourful.

I will definitely miss teaching here, and it is with great regret that I am writing you today. I hope that in a few years, when I too have a ‘Dr’ prefixed to my name, I may be re-considered for the post of Professor at St.Patrick’s.

I have saved my prepared notes on a DVD which can be handed over to my replacement. I have also copied the assessment result files on it to make their job easier.

Please don’t hesitate to email me at howard.wolowitz@live.us for any queries.

 With best regards

 Howard Wolowitz

# Resignation Letter to Principal Template

# From,

# -------------

# -------------

# Date --------- (Date of letter)

# To,

# ----------

# ----------

# -----------

# Dear ----------------,

# I am writing to inform you of my decision to resign -----------(post) from ---------------(school/eduction institution name) with effect from -----------------(date of leaving) , ----------------(time period) from now.

# I am leaving because---------------------------(mention reason)

# I spent a wonderful ----------------(no.of years) teaching at -------------------(school/college name).

# I will definitely miss teaching here, and it is with great regret that I am writing you today.

# I will be happy to assist in any way to ease the transition for both the students and my successor.

# Please don’t hesitate to email me at -------------------(email id) for any queries.

# With best regards,

# Signature and Name

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