**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

-------------

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

To,

----------

----------

-----------

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

# Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org