

RESIGNATION LETTER TO PRINCIPAL

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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/education 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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