| Yellow text on a black background  Description automatically generated with medium confidence |  |
| --- | --- |

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Note

Dear \_\_\_\_\_\_ (Name of the Recipient)

I am writing this letter to inform you about my resignation. As I have resigned from the position of the Principal of the \_\_\_\_\_\_ School (Name of the School), my last working day will be \_\_\_\_\_ (Write the Date). I want to thank you for your contribution to the school during my tenure as a principal. I appreciate you for the hard work and patience with which you teach the children.

I have received positive feedback about you from the teachers as well as the students. I am glad that I got the chance to work with you. I wish you a great future and time ahead. Hoping to meet with you soon.

Sincerely,

(Signature)

Sender’s Full Name