

Dear Sir/ Madam,

As we dawn close to the end of a chapter in life, I have tears in my eyes while I have to say goodbye to (school name). Over the past few years, this place has been like a second home to me.

And thanks to your guidance, support, and mentorship! I am about to step out in the real world, I feel more confident and encouraged. Thank you for being the best Principal ever. I shall forever be grateful to you for your kind words and teachings.

Yours sincerely,

(your name)

(your department)

(your contact number)

(your email id)