

Casual resignation email for friendly environment

Subject: Moving On

Hi [Principal's Name],

I wanted to let you know that I'll be resigning from my position at [School Name], with my last working day being [Date]. This wasn't an easy choice, but I feel it's the right time for me to take the next step.

I've really enjoyed working here and I'll miss the students and my colleagues. Thanks for all the support and understanding during my time here.

Best,

[Your First Name]

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