

Provisional resignation allowing flexible transition

Subject: Resignation with Flexible End Date

Dear [Principal's Name],

I am writing to submit my resignation from my role as [Subject/Grade] Teacher at [School Name].

While I would prefer to finish on [Preferred Last Day], I am open to discussing a flexible timeline that ensures continuity for my students and the school.

I deeply appreciate the opportunities and experiences I've had here. Please let me know what timeline works best, and I will do my best to accommodate the needs of the school.

Thank you for your understanding.

Sincerely,

[Your Full Name]

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