
Resignation Letter For Principal

Thomas Harper

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Date: March 29, 2024

Dr. Emily Johnson

Superintendent

Education City School District

123 School District Office Drive

Education City, ED 90125

Dear Dr. Johnson,

I am writing to formally submit my resignation from my role as Principal of Lincoln High School, effective April 30, 2024. This decision was made after much consideration and reflection on my personal goals and the future direction of my career.

Serving Lincoln High School for the past eight years has been one of the most rewarding experiences of my professional life. I am proud of the work we have done together as a community to foster a nurturing and effective learning environment for our

students. Together, we have achieved significant milestones in academic performance, extracurricular participation, and community engagement.

I am deeply grateful for the support and collaboration from the staff, students, and parents of Lincoln High School. Their dedication and commitment to excellence have been the driving force behind our successes. I am also thankful for the guidance and support I have received from the district office, which has been invaluable to me in my role as principal.

As I prepare to move on, I am committed to ensuring a smooth transition. Over the next month, I will work diligently to complete outstanding projects and prepare for the arrival of the next principal. I am available to assist in the selection process if desired, and I plan to provide comprehensive handover notes to ensure continuity.

Please let me know the steps I need to take to facilitate this transition. I am eager to support Lincoln High School and the school district in any way I can during this period of change.

Thank you once again for the opportunity to serve as Principal of Lincoln High School. I am confident that the school will continue to thrive and achieve even greater success in the future. I look forward to staying in touch and watching the continued progress of our students and staff.

Sincerely,

Thomas Harper