**APPENDICES**

F. *Template letter informing Trustees/Patrons of* ***Resignation of the Principal/Deputy Principal***

Anywhere Community School Co. Anywhere

Dear TRUSTEES/PATRONS,

On behalf of the board of management of \*\*\*\*\*\* School, I have been directed

by the board of management to notify you that the principal/deputy principal has submitted notice indicating his/her intention to retire/resign as and from xxxxxx (date).

The board of management has met and agreed the commencement of the appointment process. The new appointment is from xxxxxx (date).

Yours sincerely,

Secretary/Chairperson Board of Management

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