

Good [morning/afternoon], esteemed colleagues, students, and cherished community members,

I stand before you today with a mix of emotions, as I have made the decision to step down from my role as Deputy Head of [School Name]. It has been an incredible journey, filled with unforgettable experiences and achievements we have reached together.

During my time here, I have been truly inspired by the dedication of our staff, the enthusiasm of our students, and the support of our community. Together, we have created an environment of learning and growth, one that I am proud to have been a part of.

As I transition to the next chapter of my life, I am filled with hope and optimism, both for my future and for the continued success of [School Name]. I am confident that the strong foundation we have built will pave the way for even greater achievements.

Thank you all for your unwavering support, and for making my time here so fulfilling. I look forward to seeing all the wonderful things you will accomplish in the future.

With gratitude and best wishes,
[Your Name]