# [Title] Template

# To,

# \_\_\_\_\_\_\_\_\_\_ (Principal’s name)

# \_\_\_\_\_\_\_\_\_\_ (School address)

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# From:

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your name)

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your address)

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date \_\_\_\_\_\_\_\_\_\_ (date of writing letter)

# Dear Mr. /Ms\_\_\_\_\_\_\_\_\_\_ (name of the concerned person),

# I am writing this letter to inform you that I am submitting my resignation from the post of \_\_\_\_\_\_ (mention subject) teacher. Please consider this letter as a notice period for a period of ……………(mention number of months) month.

# I am resigning as ………………………………(Give reasons).

# I had a memorable time in the school. All the teachers and students were supportive and helped me in managing my sessions. You always encouraged me to participate in various extracurricular activities. I learnt various new methodologies in teaching from my colleagues. I am always indebted to you and my colleagues for being very supportive. It is a tough decision for me to submit my resignation. I hope to continue personal relations with all of you.

# Thanking you,

# Yours Sincerely,

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your name)