RE: Letter of resignation

Dear Sir,

I am writing this letter to inform you that I am resigning from the post of English teacher and my last day of work would be (effective date).

It was wonderful working with the staff members and learning different skills and teaching concepts. All the teachers were very supportive and helped me in many of my sessions and I thankful to their support and friendship throughout my tenure. I am also thankful to the principal who allowed me to contribute towards the co curricular activities and thanks to her guidance and support.

I understand that the resignation is approved by the school management and will like to inform that I am asking for a resignation as I would like to purse higher education and acquire a master’s degree .I will be joining the course on ( date ),I hope you understand and release me of my services at the earliest. I am ready to serve a notice period of I month.

Please forward me all the documentation and information about the exit process.

Looking forward to an early reply.

Respectfully yours,

\_\_\_\_\_\_\_\_\_\_

Your name.