The principal,

Future Kids High School,

Hyderabad

Dear Madam,

This letter is to inform you that I am resigning from the post of Science Teacher and please treat this letter as a notice period of one month.

As my husband is getting transferred, I am forced to resign from the school. I had wonderful time with all the teachers and students. I learnt various new skills and teaching concepts. All my colleagues were very supportive of me and helped me in managing my sessions and I am really indebted to all of them. I am thankful for the support and encouragement I received from the management. You always encouraged me to participate in various extracurricular activities and helped me to widen my experience.

I hope you will understand my situation and accept my resignation. Please inform me if there are any other formalities to be completed before I leave.

Thanking you,

Yours Sincerely,

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Radha Mathur