**RESIGNATION LETTER FOR TEACHER**

Dear Ms. Flores:

Having been part of The Blair School since its inception in 20XX, it is very difficult for me to hand over my resignation from my position as an English Teacher. Unfortunately, at this point in time, I do not have another option.

As per the terms in my teachers’ employment agreement, I am serving a 1-month notice of my intention to leave. That is to say, February 7th will be my last working day.

I will be getting married on 15 March 20XX and will be moving to Batavia soon after. It was already decided between my fiancé and me that as soon as we get married, we will move to Batavia where he resides. Since it will be difficult for me to travel all the way to Upper Arlington on a daily basis, I have no choice but to leave my job.

Thank you for making my teaching career all the more meaningful by guiding me on every step. I will miss my colleagues and students immensely, as they have been a part of my life for many years.

Please let me know if there is anything that I can do to make this transition easier.

Sincerely,

(Signature)  
Carla Moses  
English Teacher  
The Blair School