**RESIGNATION EMAIL FOR A SECONDARY**

**SCHOOL TEACHER**

Dear Sir,

Re: Resignation from Washington Academy

I write to inform you of my decision to resign from Washington Academy as a Secondary School Teacher with effect from 23rd September 2021. Although I have enjoyed working at WA, I cannot continue working because of my other educational commitments.

I have been offered a place at Oxford University to pursue postgraduate studies for a master’s degree (MPhil.) with possible extension for a Doctor of Philosophy (Ph.D.) Degree. The program begins on 1st October 2021, but I have decided to stop work early so that I can make all the necessary arrangements and have enough time to travel to England and arrive in good time.

I will greatly treasure the experiences I have had at Washington Academy, and I look forward to further association with the Academy during and after my studies. I would like to thank you for giving me the opportunity to be part of the staff and I wish the Management and Staff of Washington Academy every success in the future management of the school.

Yours sincerely,

*LCalton*

Lee Calton