# LETTER TEMPLATE

**RESIGNATION LETTER FOR TEACHER TO PRINCIPAL**

# To,

# (Principal’s name)

# (School address)

# From:

# (Your name)

# (Your address)

# (Date)

# 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)