**Resignation Letter Example**

**Date: [Write your date here]**

**Principal**

**Bright Kids School**

**Phoenix AZ 85123**

**SUBJECT: Resignation from the post of [Title here]**

**Dear Sir/Ma’am,**

I hereby wish to tender my resignation from the post of a primary teacher.  As my family is moving out of this city, I wish to join them.

I have learnt a lot on the job and I wish to place on record my sincere thanks and gratitude to you and all the staff members for helping me at all times.

The children have been a pleasure to teach and I have learnt a lot from them too.

I request you to kindly consider this as a one month’s notice which I am required to give you as per my joining agreement.  I request you to kindly process my relieving papers at the earliest.

Sincerely,

 **Name Here**