# Primary Teacher’s Resignation Letter Template

By [letter](http://www.sampleletters.in/author/letter/) | October 10, 2011

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From:

Christine Jones

200 F Main ST

Phoenix AZ 85124

To:

The Principal

Bright Kids School

Phoenix AZ 85123

13th June 2011.

Sub: Resignation from the post of Teacher

Dear 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.

Thanking You,

Sincerely,

Christine Jones