## Subject Teacher’s Letter of Resignation Format

To,

Ms. Martha Williams

Principal

St. Ives Senior Secondary School

Nottingham

UK

22nd May 20XX

Subject: Teacher letter of resignation

Respected Ma’am,

Through this letter, I would like to inform you that I am resigning from my post of Physics teacher at St. Ives Senior Secondary School, effective from 1st June 2014. I have decided to resign from my duties because I have a better opportunity waiting for me at University of Nottingham. I am being offered a post of a Physics Lecturer at the mentioned University and I am looking forward to hone my teaching skills by being employed there.

With this resignation letter, I would like to take this opportunity to thank you for presenting me with a valuable prospect to be a part of your esteemed school. I heartily enjoyed teaching and sharing the deepest knowledge with the students and hence promoting their talents for the success. I will always remember the exposure and the working atmosphere provided to the teachers and it was a life time experience for me.

I would like to request from you to kindly finalise the documents of my resignation at your earliest convenience. I wish St. Ives Senior Secondary School all the very best for its future success.

Thanking you.

Sincerely,

Lilly Charles

Physics Teacher

St. Ives Senior Secondary School