**Teacher’s Short Resignation Letter**

2 September 2022

Dear Sir:

RE: LETTER OF RESIGNATION

I submit this letter to inform you of my wish to be released from contractual duty as a primary school teacher at Kibugu Primary School with effect from 28th November 2007. I therefore give a notice period of 3 months.

The reason I am requesting for this release from my contract is because I wish to pursue further studies and acquire a Master degree. I will be studying full time at the university.

I do understand that as this request will be tabled to the school's board, I will be getting an approval by mid November. Until then, the existing contract remains in effect.

I remain respectively yours,

Simon