**Teacher’s Resignation Letter Format**

To,

Sara Williams

Principal

St. Anthony Senior Secondary School

Birmingham

UK

Respected Ma’am,

With a heavy heart, I am writing this letter to inform you that I am resigning from the job post of a Science teacher from your esteemed school. The effective date of my resignation is 20th July 2014. Since my family is relocating to Edinburgh, I have no option but to resign from the job post. I am really going to miss the time, the teaching hours, the student’s relationships and the atmosphere that was provided to us at your school.

I am grateful to you for presenting me with an opportunity to teach and impart scientific facts, theoretical and practical knowledge and laboratory works to the students. During these 3 years of my teaching career at your school, I have polished my skills and have developed interpersonal abilities that would be of a great help for my upcoming job.

I look forward to be in touch with you in the future. If I can be of any help to you, please feel free to contact me on 394834.

Thanking you.

Sincerely,

Hannah Jones