

# Resignation Letter Due to School

XYZ – Name

Address, Email details

DD/MM/YYYY

To,

Name of the Receiver

Job Title

Address

Contact details

Email details

Subject: -----

Dear -----,

This letter is a formal notice of my resignation from the position of -----.

I ----- (mention your name) have been associated with the school since ----- (mention years) and have a regular employee, but now I won't be able to continue due to joining back of school. I would love to continue, but my other commitments won't allow me to do so.

As per the company norms and regulations, I will be serving my complete notice and my last working day will be ----- (mention the date and day). I would like to thank you and every team member for giving me such great learning opportunity within my working tenure. I hope that all the knowledge and skills will be helpful in future school.

I would like you to accept my notice of resignation and relive me after completing all the regulations and formalities.

Yours Sincerely

Your Name

