**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