Date: [Write your date here]

**Principal**

Bright Kids School

Phoenix AZ 85123

SUBJECT: Resignation from the post of [Title here]

Dear Sir/Ma’am,

I hereby wish to tender my resignation from the post of a primary teacher.  As my family is moving out of this city, I wish to join them.

I have learnt a lot on the job and I wish to place on record my sincere thanks and gratitude to you and all the staff members for helping me at all times.

The children have been a pleasure to teach and I have learnt a lot from them too.

I request you to kindly consider this as a one month’s notice which I am required to give you as per my joining agreement.  I request you to kindly process my relieving papers at the earliest.

Sincerely,

**Your Name Here**