To,

Jenny Wordsworth

Principal

University of Business Studies

Nottingham

UK

5th July 2014

Subject: resignation letter of teacher

Respected Ma’am,

Please be informed that I am resigning from the job post of a Business Studies teacher from University of Business Studies, effective from 20th July 2014. It is with mixed feelings that I am addressing this letter to you because I am really going to miss this place. Since I have secured a better job post at University of London, I am resigning from my post at University of Business Studies.

Before I leave, I want to take this opportunity to let you know that my 4 years of teaching career at your reputed University was a lifetime experience for me. I have learned a lot about Business Ethics and have imparted the best of my knowledge to the students as well. I will always cherish the memories of the student’s batches, the teaching staff, and the entire Board of University of Business Studies.

I request you to kindly send the resignation confirmation letter at your earliest convenience. I am confident that the University will keep on achieving laurels and fame. For any information, I can be contacted on 80980-8080.

Thanking you.

Sincerely,

Martin Jack