

Resignation Letter Sample for a Secondary School Teacher

House 35 John Street
Fiona Drive
Salisbury
WA 345364

10 August 2001

The Head Teacher
Washington Academy
21 Schools Lane
Washington
DC 52412

Dear Sir,

Re: Resignation from Washington Academy

I write to inform you of my decision to resign from Washington Academy as a Secondary School Teacher with effect from 23th September, 2001. Although I have enjoyed working at WA, I cannot continue working because of my other educational commitments.

I have been offered a place at Oxford University to pursue [postgraduate studies](#) for a Master Degree (MPhil.) with possible extension for a Doctor of Philosophy (Ph.D.) Degree. The programme begins on 1st October, 2001, but I have decided to stop work early so that I can make all the necessary arrangements and have enough time to travel to England and arrive in good time.

I will greatly treasure the experiences I have had at Washington Academy and I look forward to further association with the Academy during and after my studies. I would like to thank you for giving me the opportunity to be part of the staff and I wish the Management and Staff of Washington Academy every success in the future management of the school.

Yours sincerely,

Lee Calton

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