

Resignation Letter Format for Teacher : Due to Higher Studies

Your Name
Science Teacher
Bright Future High School
[Date]

To,
The Principal
Bright Future High School
[City]

Subject: Resignation from the Post of Science Teacher

Dear [Principal's Name],

I am writing to formally resign from my position as Science Teacher at Bright Future High School. I have recently been accepted into a full-time postgraduate program, and I will need to dedicate my time fully to furthering my education.

This decision was not an easy one, as I have greatly enjoyed teaching and working with such wonderful colleagues and students. My last working day will be [Mention Date], allowing time for a smooth transition and completion of pending responsibilities.

Please let me know how I can help during the handover period. I truly appreciate the opportunities this school has provided and the valuable experience gained here.

With gratitude and respect,
[Signature]
[Your Full Name]