**20 July, 2025**

**From,**

**Suman Das**

**English Teacher**

**Springfield Public School**

**Ganeshguri, Guwahati – 781006**

**example@email.com**

**+91-9876543210**

**To,**

**The Principal**

**Springfield Public School**

**Ganeshguri, Guwahati- 781006**

Subject: Resignation from Teaching Position

Dear Sir/Madam,

I am writing to formally resign from my position as English Teacher at Springfield Public School, effective 20 August 2025.

Teaching at your esteemed institution for the past four years has been a deeply fulfilling experience. I am sincerely grateful for the trust and support provided by the management, my colleagues, and the students. However, due to my personal reason and upcoming relocation, I have decided to step down from my duties.

I will ensure that all academic responsibilities, including exam assessments, pending syllabus, and classroom notes, are completed before my departure. I am also happy to assist with the transition if a replacement is appointed during this notice period.

Thank you once again for the wonderful opportunity to contribute to the academic growth of the students. I will always carry fond memories of my time at Springfield Public School.

Sincerely,

Suman Das