Kamala Dhakal

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4th Baishakh ,2081

Toplal Bhattarai

Principal

New Academy English Boarding School

Sainamaina-3, Rupandehi, Lumbini Province

Respected Sir,

I am writing to formally resign from my position as Lower secondary math teacher at New Academy English Boarding School, effective 4th of Baishakh 2081, in order focus on my personal life and to pursue new opportunities.

It has been an honor and a privilege to work at New Academy for the past five years. During my time here, I have had the opportunity to work with incredible colleagues, dedicated students, and supportive parents. I am grateful for the experiences I have gained and the relationships I have formed during my tenure at the school.

However, I have recently undergone significant life changes, including getting married and relocating to Kusma to start a new chapter of my life with my spouse. As we settle into our new life together, I have decided to take this opportunity to pursue my long-held aspiration of securing a position as a Government Teacher.

I want to express my sincere gratitude to the school administration, my colleagues, and the entire New Academy community for their support and guidance over the years. I have grown both personally and professionally during my time here, and I will always cherish the memories and experiences I have gained.

I will ensure a smooth transition during my notice period by completing any pending tasks and assisting with the transfer of responsibilities as needed. I am committed to fulfilling my duties until my last day at the school.

Thank you once again for the opportunities and support you have provided me during my time at New Academy. I wish the school continued success in the future.

Sincerely,

Kamala Dhakal

