**Resignation Latter**

**Dear Boos,**

Please accept this letter as my regretful **resignation from my position as a teacher** at your

Institution. I have always been very passionate about volunteering, and through the program, my next opportunity will be taking me to another place. I have thoroughly enjoyed teaching your children.

**Ma’am Aqsa** will be replacing me as your children’s new teacher. She is a qualified, tenured teacher with an immense amount of **elementary education experience,** so I have no doubt that she is a perfect fit for the job.

In the coming weeks, the school will send out more information regarding the change and sign-ups for parent-teacher meeting dates so that you will all be able to meet them. During this transition, if you have any question, Please do not hesitate to contact me. You can always reach me at **03487481079** or hanzla0063@gmail.com

I cannot thanks you enough for the joy your children have given me this year. Working at **ICON** has been an incredible experience, and I will always look back on my year here with fond memories.

Thanks you for the opportunity to teach your children, and I do hope you will stay in touch. I am excited to learn about all the amazing thing they will do in the future. **Thank you.**

Yours sincerely,

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**