

P.O.BOX KN 143,
Kaneshie, Accra.
9th January, 2024.

Mrs. Rejoice Sena,
Head of Administration,
Love Montessori International School,
P.O. Box CT,
Dear Madam,

RESIGNATION LETTER

I hope this letter finds you well. I am writing to formally resign from my position as a teacher at Love Montessori International School, effective 9th January, 2024.

I have thoroughly enjoyed my time working at Love Montessori International School and appreciate the opportunities for professional and personal growth that the position has provided me. However, due to personal and academic commitments, I find it necessary to step down from my role at this time.

As a final year student, I am currently working on my final year project, and I believe that dedicating more time to this endeavor will ensure its successful completion. Additionally, I am in the process of securing a placement for my national service, and the responsibilities associated with this require my full attention.

I am grateful for the support and camaraderie I have experienced during my time at Love Montessori International School. I would like to express my gratitude to the entire school community, including the students, fellow teachers, and administrative staff, for making my time here memorable and enriching.

Thank you again for the wonderful experience, and I wish Love Montessori International School continued success.

Sincerely,

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Azaglo Derrick Kwabena