

Resignation Letter

To

The Principal,

Good Shepherd School
Vijayapura

Subject: Resignation Letter

Respected Sir/Madam,

I, **Drakshayani Athani**, working as an Assistant Teacher at Good Shepherd School, Vijayapura, am hereby submitting my formal resignation from my position. My last working day will be 15th April 2025.

I have always been grateful for the opportunity to work in your esteemed institution, which has helped me grow both personally and professionally. I sincerely thank you and the management for the support and guidance given during my tenure.

However, due to certain concerns, particularly the irregularity in salary disbursement and the lack of timely increments, I am compelled to make this decision.

I kindly request you to provide me with **my pending salary and an experience letter** on or before my last working day. These documents are essential for my future professional journey, and I would greatly appreciate your cooperation in this regard.

Thank you once again for the opportunity and support.

Yours sincerely,
Drakshayani Athani
Assistant Teacher
Good Shepherd School, Vijayapura

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