Dear Sir,

I have been teaching in this school for two decades or more and I have come to know all there is to know about teaching as a result. I want to thank you for such an experience.

But due to personal circumstances which it is too embarrassing to mention in this letter, I am tendering my resignation form this educational institution. I hope you could accept it as soon as possible.

I do not have anything against you, my fellow teachers or the school board. But due to personal reasons which I have mentioned, I feel that I can no longer serve my function as a teacher of this school.

I have already turned over every item that belongs to the school to the property custodian. Should you have any query regarding items that were in my possession, please fell free to consult with me.

Thank you very much for the help and consideration you have given me.

Sincerely,

Justine Wolfe