**Best Resignation Letter from Teaching Job**

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August 10, 2015

Mr. Leroy Rich  
Principal  
Nashville High School  
625 Franklin Street  
New York, NY 08262

 Dear Mr. Rich:

I am writing to inform you about my decision to resign from the position as a Math Teacher from Nashville High School. Please consider this a formal 4 weeks notice i.e. September 9 will be my last working day.

In spite of the fact that I enjoy immensely working for Nashville High School, I cannot continue at this point due to my higher studies. I got admission at the Boston University in a post graduate program and will need to move to Massachusetts by the end of September. I must say that I took pleasure in every moment that I have spent working for Nashville High School and will miss my students and coworkers very much. Had I another choice, I wouldn’t have left but this opportunity is a dream come true.

Thank you very much for the opportunities of professional development that you have provided me throughout my tenure at Nashville High School. I still want to be associated with the school and will keep in touch throughout my time at university. I wish the entire staff every success in their future endeavors.

Truly yours,

(Signature)  
Rachel Albert  
Math Teacher  
Nashville High School  
(000) 987-9887