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The Principal,
Cambridge School System.

Subject: Resignation Letter due to Marriage

Respected Sir,

Please be informed that, I am Tina Singh and serving this reputed institution at my best since last two years. I am here by submitting my resignation as I am going to marry in next month and protraction of job will not be possible for me. I venerate my working incumbency as a Science Teacher, we all considered Cambridge as our home and the atmosphere I had was friendly. Cambridge is one of the most dignified schools around the country. It was my privilege to be part of your team. Leaving the school is not that easy but I have to take the step under some circumstances as, a strong bond was developed among the teaching staff, students of many grades, administration, I am going to miss it all indeed. I want you to kindly accept my resignation from my current position, as official one month notice. I hope that you'll arrange substitution teacher soon. I shall be beholden of this worthy experience I had, in which apart from teaching I learned as well.

Thanking you I remain,

Sincerely,

Tina Singh,
Contact: 000-999-999.