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## Resignation for Pursuing Further Studies

Respected Principal,

My name is Harvey Spector and I am a junior teacher in your school. Sir, I recently applied for master's in home economics abroad in an international university. I am very glad to inform you that they accepted my application and they have invited me to come to university for regular classes from the start of next month. Keeping in view my above mentioned reason sir you are requested to accept my resignation letter. You are also requested to issue me a recommendation letter so that I may apply for job again after completion of my degree.

Keeping in view the above mentioned circumstances I hope that you will accept my resignation and issue me a good letter of recommendation along with an experience letter. I will be thankful to you for this favor. Thanking you in advance.

Yours truly

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