**From**  Place:  
Your Name, Date:  
Designation,  
City - Pin Code.

**To**  
The Manager,  
Company Name,  
City - Pin Code.

Sub: Resignation Letter.

Respected Sir/Madam,

I am writing to inform you that I am resigning from my position as a Teacher at XYZ School effective on [Date]. I am getting married, and after marriage, I am relocating to Delhi with my husband. Due to this reason, I have to resign from my job.

I would like to thank you for giving me such a valuable opportunity to work at your school for the past 2 years and I thoroughly enjoyed teaching here. It was indeed a great experience working with all the teachers and I am going to miss this place.

I wish XYZ School all the best in its future endeavors.

Thank you.

Regards,  
[Signature]