**To**

**[The Recipient Name]  
[Designation]  
[Company Name]**

**Date:**

**Subject: Immediate resignation due to personal reason**

Dear Mr. (mention the name of the manager),

With deep regret, I would like to let you know that I have decided to quit my job right away. Please accept my resignation from the position of teacher in ABC School due to some personal reasons. I know that quitting a job like this is considered a serious infraction as per the employment contract I signed with the company. Still, I am compelled to take this decision since I am working through some unforeseen circumstances.

I hope that you will understand my situation and you will clear my dues as per the employment contract. If you want to meet me in person and discuss the matter, you can feel free to contact me.

I would like to say thanks to you for providing me with all the opportunities that have shaped my career and have given me so much insight into things that I feel that my experience will count no matter where I go and work. Furthermore, I will never forget the way you have guided me and helped me at every phase.

Please let me know if you to ask anything or if there is anything I can help you with.

Sincerely,

Signatures of the sender

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