Date: 1 June 2026

To,
The Principal
Green Valley Public School
Kothrud, Pune 411038

Subject: Resignation from the post of TGT Science

Respected Sir/Madam,

I wish to inform you that I am resigning from the post of TGT Science at Green Valley Public School, as my family is relocating to Hyderabad.

As required by my appointment terms, I am giving one month notice, and my last working day will be 30 June 2026. I will complete the syllabus planned for this period, finish evaluation of pending answer sheets and hand over all records, registers and teaching material to the person you nominate.

I am thankful to you, the management and my colleagues for the support and encouragement I have received. Teaching the students of this school has been a privilege.

I request you to accept my resignation and to issue my relieving letter and experience certificate.

Yours faithfully,

Sunita Kulkarni
TGT Science