

Formal retirement announcement

Subject: Retirement Notice - Bus Driver Position

Dear [Director/Supervisor Name],

After [number] years of dedicated service as a bus driver with [School District/Company Name], I am writing to formally announce my retirement. My final day of service will be [Date].

This has been an incredibly rewarding career, and I have had the privilege of safely transporting thousands of students over the years. Watching children grow from kindergarten through graduation has been one of the most fulfilling aspects of my professional life.

I am committed to ensuring a seamless transition. Over the next [timeframe], I will work closely with my replacement to familiarize them with my routes, the specific needs of students, and any special procedures. I will also ensure all vehicle maintenance logs and documentation are current and properly transferred.

I want to express my heartfelt appreciation to the administration, fellow drivers, and maintenance staff who have made this job such a positive experience. The camaraderie and support within our department have been exceptional.

Please let me know what additional steps are needed to process my retirement and benefit transitions. I look forward to concluding my career on a positive note and am available to assist with training during my remaining time.

With warm regards and best wishes for the future,

[Your Name]

Employee ID: [Number]

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