

Teacher Retirement Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, ZIP Code]

Dear [Principal's Name],

Subject: Retirement Letter

I hope this letter finds you in good health and high spirits. I am writing to formally announce my decision to retire from my position as a [Subject/Grade Level] teacher at [School Name], effective [Retirement Date]. After much contemplation and consideration, I believe it is time for me to embark on the next chapter of my life.

Over the years, I have had the privilege of working with outstanding colleagues, supportive parents, and, most importantly, wonderful students. My time at [School Name] has been filled with invaluable experiences, personal growth, and cherished memories. I am deeply grateful for the opportunities I have had to contribute to the academic and personal development of countless young minds.

I want to express my heartfelt gratitude to the entire school community for the unwavering support, encouragement, and collaboration that I have received throughout my tenure. The camaraderie and shared dedication to our students' success have made my journey as an educator truly fulfilling.

As I look forward to this new phase of my life, I am eager to explore other interests, spend more time with my family, and pursue personal hobbies that I have postponed during my teaching career.

I assure you that I am committed to ensuring a smooth transition of my responsibilities during the remaining time before my retirement. I am more than willing to assist in any way possible to ensure continuity and help in finding a suitable replacement.

In conclusion, I extend my best wishes to the school and its future endeavors. I am confident that [School Name] will continue to provide an exceptional learning environment for students under the guidance of its dedicated faculty and administration.

Once again, thank you for everything. It has been an honor and privilege to serve as a teacher at [School Name], and I will forever treasure the memories and relationships built during my time here.

Please feel free to reach out to me at [Phone Number] or [Email Address] if there are any matters I can help with during this transitional period.

Sincerely,

[Your Name] (Retiring Teacher)