

Formal Retirement Notification

Subject: Formal Notice of Retirement

Dear Principal [Name]/Superintendent [Name],

I am writing to formally notify you of my intention to retire from my position as [Subject] teacher at [School Name], effective [Date]. After [Number] years of dedicated service to the education profession and [Number] years at this institution, I have made the thoughtful decision to begin my retirement.

This decision comes after careful consideration of my personal circumstances and professional goals. I am committed to ensuring a smooth transition for my students and colleagues. I am prepared to assist in training my replacement, organizing classroom materials, and completing all necessary documentation prior to my departure date.

I would like to express my sincere gratitude for the opportunity to serve this school community. The relationships I have built with students, parents, and fellow educators have been incredibly rewarding and will remain among my most treasured memories.

Please let me know what steps I need to take to complete the retirement process and how I can best support the transition. I am available to discuss this matter at your convenience.

Thank you for your understanding and support during this transition period.

Sincerely,

[Your Name]

[Your Title]

[Contact Information]

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