

Standard Professional Notification

Subject: Retirement Notice - [Your Name]

Dear [Administrator Name],

Please accept this letter as my formal notification of retirement from my teaching position at [School Name]. My last day of active service will be [Date], providing the standard [Number] days notice as required by district policy.

During my tenure, I have had the privilege of teaching [Subjects/Grades] and serving in various capacities including [Any additional roles]. I have thoroughly enjoyed my time here and am proud of the contributions I have made to student achievement and school culture.

To ensure continuity for my students and the school, I am committed to:

- Completing all current lesson plans and curriculum requirements
- Preparing detailed transition notes for my replacement
- Organizing and labeling all classroom resources and materials
- Participating in exit interviews and handover meetings as needed

I would appreciate guidance on the timeline for benefits transition, final paycheck processing, and any other administrative requirements related to my retirement.

Thank you for the opportunity to serve this educational community. I look forward to maintaining positive relationships with the school in my retirement years.

Best regards,

[Your Name]

[Employee ID]

[Date]

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