

Early Retirement Due to Circumstances

Subject: Notice of Early Retirement

Dear [Superintendent/Principal Name],

I am writing to inform you of my decision to take early retirement from my position as [Subject] teacher at [School Name], effective [Date]. This decision has not been made lightly, but due to [Brief reason: health concerns/family obligations/personal circumstances], I believe it is in my best interest to retire earlier than originally planned.

I understand that early retirement may present challenges for scheduling and finding a replacement.

I am committed to working with the administration to minimize any disruption to student learning. I am available to assist in the transition process, including preparing comprehensive notes about curriculum progress, student needs, and classroom procedures.

I have greatly valued my [Number] years of service in this district and will miss the daily interactions with students and colleagues. The experiences and relationships formed here have been incredibly meaningful to me.

Please advise me of the necessary steps to complete the early retirement process, including any documentation required and benefits information. I am happy to meet at your convenience to discuss the transition plan.

Thank you for your understanding and support during this time.

Respectfully,

[Your Name]

[Position/Department]

[Contact Information]

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