

Medical Retirement Notification

Subject: Medical Retirement Notification

Dear [Administrator Name],

I am writing to formally notify you of my intention to retire from my teaching position due to health reasons, effective [Date]. This decision has been made in consultation with my healthcare providers and is necessary for my wellbeing and recovery.

After [Number] years of dedicated service to education and [Number] years at [School Name], it is difficult to step away from a profession I love. However, my current health condition requires me to prioritize my recovery and long-term wellness.

I am committed to ensuring minimal disruption to my students' education. I will work diligently to:

- Complete essential curriculum components
- Provide detailed student progress reports
- Organize lesson plans and teaching materials
- Brief my replacement on individual student needs and classroom routines

I may need to work with human resources regarding disability benefits and health insurance continuation. Please let me know what documentation is required and the appropriate contacts for these matters.

Despite the circumstances leading to this decision, I am grateful for the opportunity to have served this school community. The support of my colleagues and the joy of teaching will remain cherished memories.

Please feel free to contact me to discuss transition arrangements.

Warm regards,

[Your Name]

[Department]

[Phone Number]

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