

Dear Alumni,

We hope this message finds you well. It is with mixed emotions that we announce the retirement of our beloved teacher, **[Teacher's Name]**, who has dedicated **[Number] years** to shaping the minds and hearts of students at **[School Name]**.

Throughout their tenure, **[Teacher's Name]** has made a profound impact on countless students, inspiring a love for learning and fostering a sense of community. Their passion for teaching and unwavering commitment to educational excellence have left a lasting legacy.

Please join us in celebrating their career and contributions on **[Retirement Celebration Date]**. We invite you to share your fondest memories and join us in honoring **[Teacher's Name]** as they embark on this new chapter.

Sincerely,
[Your Name]
[Your Position]
[School Name]