

# Retirement Announcement

Date: [Insert Date]

To: [District Officials' Names]

From: [Your Name]  
[Your Position]  
[School Name]

Dear [District Officials' Names],

I am writing to formally announce my retirement from my position as [Your Position] at [School Name], effective [Last Working Day]. It has been an honor and a privilege to serve the students and community for [Number of Years] years.

As I transition into this new chapter of my life, I would like to express my heartfelt gratitude for the support and opportunities I have received from the district, my colleagues, and the families I have worked with. I cherish the memories and experiences we have shared.

I am committed to ensuring a smooth transition and will be available to assist in any way necessary during this period.

Thank you once again for everything. I look forward to staying connected with you all in the future.

Sincerely,

[Your Name]  
[Your Contact Information]