

Retirement Announcement

Dear Faculty and Staff,

I am writing to inform you that after [number] years of dedicated service, [Teacher's Name] will be retiring at the end of this academic year, on [Last Working Day].

[Teacher's Name] has been a valuable member of our team, inspiring countless students and contributing to our school in numerous ways. Their commitment to education and passion for teaching will be greatly missed.

We will be holding a farewell gathering on [Date and Time] in [Location] to celebrate [Teacher's Name]'s achievements and wish them well in their retirement.

Please join me in expressing our gratitude for [Teacher's Name]'s years of service and wishing them happiness in this new chapter of their life.

Best regards,

[Your Name]
[Your Position]
[School Name]