

Teacher Retirement Announcement

Date: [Insert Date]

To: [Governing Board Name]

From: [Your Name]

Subject: Retirement Announcement

Dear Members of the Governing Board,

I am writing to formally announce the retirement of [Teacher's Name], who will be leaving [School Name] at the end of this academic year. After [Number] years of dedicated service, [he/she/they] has decided to embark on a new chapter of [his/her/their] life.

[Teacher's Name] has made a significant impact on the lives of many students and has been a valued member of our teaching staff. [He/She/They] has contributed to various programs and initiatives within the school, fostering a learning environment that promotes academic excellence and personal growth.

Please join me in expressing our gratitude for [Teacher's Name]'s years of service and in wishing [him/her/them] the very best in [his/her/their] future endeavors. We will be organizing a farewell gathering on [Insert Date], and we invite all governing board members to join us in celebrating [his/her/their] achievements.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]