

Dear Parents and Guardians,

I hope this message finds you well. It is with mixed emotions that I share with you the news of my upcoming retirement from teaching at [School Name], effective [Retirement Date].

Over the past [Number of Years] years, it has been an incredible journey working with your children and partnering with you in their education. I am grateful for the support and encouragement you have shown me throughout the years.

As I prepare to embark on this new chapter of my life, I want to take a moment to thank each of you for allowing me to be a part of your child's educational journey. The memories and experiences we've shared will always hold a special place in my heart.

I am excited about the possibilities that lie ahead, but I will deeply miss the daily interactions with my students and their families. I hope to stay connected and hear about the wonderful things your children will achieve in the future.

Please join me for a farewell gathering on [Date and Time], where I would love to celebrate the wonderful experiences we have shared together. Details will be forthcoming.

Thank you once again for your support, and I wish you and your family all the best.

Sincerely,
[Your Name]
[Your Position]