

Dear [School Community/Parents/Students],

It is with mixed emotions that I announce my retirement from [School Name], effective [Retirement Date]. After [number] years of dedicated service, it is time for me to begin this new chapter in my life.

Throughout my career, I have had the privilege to teach and inspire many wonderful students. I am incredibly grateful for the support and encouragement I have received from my colleagues, students, and the entire school community.

I will cherish the memories I have created here, and I look forward to staying connected with you all in the future.

Thank you for being a significant part of my journey.

Sincerely,

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