

Dear Staff,

We are excited to announce the retirement of our beloved teacher, **[Teacher's Name]**, who has dedicated **[Number of Years]** years of service to our school and its students.

To honor **[Teacher's Name]** and show our appreciation for all that they have done, we will be hosting a special staff appreciation event on **[Date]** at **[Time]** in **[Location]**.

We invite you to join us in celebrating their remarkable career and to share your memories, stories, and best wishes. This will be a wonderful opportunity for us all to express our gratitude and reflect on the positive impact **[Teacher's Name]** has had on our school community.

Please RSVP by **[RSVP Date]** so we can make the necessary arrangements.

Thank you for your support, and we look forward to seeing you all there!

Sincerely,
[Your Name]
[Your Position]