

Teacher Retirement Announcement

Dear Parents, Students, and Staff,

We are bittersweet to announce that after [Number] years of dedicated service, [Teacher's Name] will be retiring at the end of this school year. [He/She/They] has made a tremendous impact on our students and school community during [his/her/their] time here.

[Teacher's Name] has been an inspiring teacher who has touched the lives of many. [He/She/They] will be greatly missed, but we wish [him/her/them] all the very best in this new chapter of life.

Please join us for a retirement celebration on [Date] at [Time] in [Location]. It will be a wonderful opportunity to express our gratitude and share fond memories.

Thank you for being part of [Teacher's Name]'s journey and for your ongoing support.

Sincerely,
[Your Name]
[Your Position]