

Dear Parents and Guardians,

As I prepare to retire after [number] wonderful years of teaching, I want to take a moment to express my heartfelt gratitude for your support throughout my career.

It has been a privilege to teach your children and watch them grow over the years. Each student has left a lasting imprint on my heart, and I am proud of all their accomplishments.

Thank you for your partnership, encouragement, and for believing in the importance of education. I am grateful for the many memories we've shared and will cherish them always.

Please stay in touch, and I wish you and your children all the best for the future!

Sincerely,
[Your Name]
[Position or Title]