

Formal Notification of Retirement

Date: [Insert Date]

To: [Insert Name]

Title: [Insert Title]

School/Organization: [Insert School/Organization Name]

Address: [Insert Address]

Dear [Insert Name],

I am writing to formally notify you of my retirement from my position as [Insert Position] at [Insert School/Organization Name], effective [Insert Retirement Date].

After [Insert Number] years of dedicated service, this decision was not easy, but I believe it is time for me to embark on a new chapter in my life.

I would like to express my gratitude for the opportunities I have had to teach and to work alongside such talented colleagues and students. I have cherished my time here and will carry fond memories with me.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth process for my students and the faculty.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]