

# Retirement Notice

Date: [Insert Date]

Dear Colleagues,

I hope this message finds you well. I am writing to formally announce my retirement from [School Name] effective [Last Working Day]. After [Number of Years] years of dedicated service, I have decided to embark on a new chapter in my life.

It has been an incredible journey working alongside each of you. I am grateful for the support, friendship, and shared experiences that have made my time here truly special. I will cherish the memories and the impact we have made together in the lives of our students.

While I am excited about what lies ahead, I will certainly miss the daily interactions and the vibrant community we have built. Please stay in touch!

Thank you once again for everything.

Warm regards,

[Your Name]  
[Your Position]