

# Retirement Letter to the Teacher

To:

From:

Subject:

Dear \_\_\_\_\_ [Name],

It's with mixed emotions that I am writing this letter to you. Unfortunately, according to the policy the [Name of the School] has to let you go since you have reached the age of [years]. We would love to have you complete the current school year before the officially chosen final day on [Date].

The [Name] school has been fortunate enough to have you as one of the teachers. All these years you have been an exceptional teacher to the students – a guide and friend, and an even more exceptional employee to the school. Talented and passionate teachers like you make up the school.

Please know that we all appreciate the wonderful memories we have made together all these years. You will always be the part of [Name of the school] family, and we wish you all the success for your future endeavours.

Yours Sincerely,  
XYZ

