

RETIREMENT LETTER

From: _____
Address: _____
Phone: _____
E-Mail: _____

Date: _____

To: _____
Address: _____
Phone: _____
E-Mail: _____

Dear _____:

Through this letter I want to inform you about my retirement from my position as _____ in this company on the __, _____ of 20__, according to state law.

I would also like to take advantage of this situation to express my deepest gratitude to this company and the people that form it for always treating me with the greatest respect and helping me to develop my professional career until the day of my imminent retirement.

I hope the notice is enough for you to find a replacement. Also, if you need any help, I'd be happy to help prepare my successor. If necessary, I will share lesson plans, student profiles, and any other information that might be helpful for your onboarding phase. I wish you the best. If I can be of any help to you during the remainder of the term, please do not hesitate to contact me.

Sincerely yours,

Printed Name

Signature