

Informal Thank You Letter Template for a Retiring Teacher

Dear [Teacher's First Name],

I just wanted to take a moment to thank you for everything you've done for me and so many others over the years. It's hard to believe you're retiring! You've always brought so much energy, kindness, and patience to the classroom-school just won't be the same without you.

I'll never forget the way you [mention a specific lesson, project, or quality-e.g., "made history class come alive with your stories"] or how you always took the time to [mention another positive trait or action, like "help us after class if we were struggling"]. You truly cared about each one of your students, and that made all the difference.

Thank you for believing in me and always encouraging me to do my best. Your support and advice have meant more than you know. I'll miss seeing your smile every day, but I'm also excited for you to enjoy your retirement-you've more than earned it!

Wishing you all the best in this next chapter. Don't be a stranger!

With heartfelt thanks,
[Your Name]