

# Teacher Resignation Letter Sample for Retirement

This **teacher resignation letter sample for retirement** provides a professional and respectful template for educators planning to retire. It includes essential elements such as expressing gratitude for the opportunities and experiences gained during the teaching career, stating the intended retirement date, and offering assistance during the transition period. This sample helps ensure clear communication with the school administration while maintaining a positive and appreciative tone.

## Sample Teacher Retirement Resignation Letter

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Principal's Name]  
[School Name]  
[School Address]  
[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to formally announce my retirement from my position as [your teaching position] at [School Name], effective [retirement date]. After much reflection, I have decided that it is time for me to retire and begin a new chapter in my life.

It has been a privilege and an honor to be part of the [School Name] community for the past [number] years. I am tremendously grateful for the opportunities, support, and experiences I have had here. The relationships I have built with students, colleagues, and administration have enriched my life both professionally and personally.

I am committed to ensuring a smooth transition and would be happy to assist in any way possible as the school seeks my replacement. Please let me know how I can help during this period.

Thank you again for the wonderful experiences and support throughout my teaching career at [School Name]. I will cherish the memories and wish everyone continued success.

Sincerely,

[Your Name]