

Formal Resignation Letter Template for Retirement from Teaching

[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 [Subject/Grade] Teacher at [School Name], effective [Last Working Day, e.g., June 30, 2024]. After [number] years of dedicated service in education, it is with mixed emotions that I take this step toward retirement.

I would like to express my sincere gratitude for the wonderful opportunities and support I have received throughout my tenure at [School Name]. The rewarding experiences, professional growth, and relationships I have developed with students, colleagues, and the administration have made my career exceptionally fulfilling.

I am committed to ensuring a smooth transition during my remaining time here. Please let me know how I can assist in the handover of my responsibilities or in supporting the appointment of my successor.

Thank you once again for your leadership and the positive environment you foster at our school. I will always cherish my time here and look forward to maintaining connections in the years ahead.

Sincerely,

[Your Name]