

# Retirement Resignation Letter for Teachers

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**Jane Doe**

123 Maple Street  
Anytown, NY 12345  
janedoe@email.com  
March 1, 2024

**Principal John Smith**

Sunset Elementary School  
456 School Lane  
Anytown, NY 12345

Dear Principal Smith,

After much contemplation and with a mixture of emotions, I am writing to formally announce my retirement from teaching, effective at the end of the current school year on June 30, 2024. Having spent the last 25 years as an educator at Sunset Elementary School, the decision to retire has not been easy. However, I feel it is the right time for me to step into this new chapter of my life.

Reflecting on my years at Sunset Elementary, I am filled with immense pride and gratitude. It has been an honor to contribute to the growth and learning of our students and to work alongside such dedicated colleagues and staff. The memories and achievements we have shared will always hold a special place in my heart.

I am committed to ensuring a smooth transition and am willing to assist in any way I can during the remaining months. Whether it be through mentoring my successor or aiding in the planning for the next academic year, I am here to help.

Thank you for the opportunity to be a part of the Sunset Elementary family. The support and encouragement I have received over the years have been invaluable. Though I am retiring from my role as a teacher, I will forever remain an advocate for education and a friend to Sunset Elementary.

Sincerely,

Jane Doe