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# Teacher Resignation Letter for Retirement Example

[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 Position] at [School Name], effective [Retirement Date, typically a few months in advance]. This decision comes after long and rewarding years of service, and I am looking forward to embarking on this new phase of life.

Reflecting on my time at [School Name], I am filled with gratitude for the opportunities, experiences, and relationships that have shaped my career. It has been an honor to contribute to the growth and development of countless students over the years. While I will miss the classroom and interactions with my colleagues, I am excited about the prospect of dedicating more time to personal pursuits and spending quality moments with my loved ones.

I am committed to ensuring a smooth transition as I pass on my responsibilities to my colleagues. I will work closely with the [Department/Grade Level] team to provide any necessary information, materials, and insights to facilitate the continuity of exceptional education at [School Name].

Please accept my sincere appreciation for the support and camaraderie that have defined my tenure at [School Name]. I am grateful for the memories and proud of the impact I have had on students' lives. If you need to reach me after my retirement, you can still contact me at [Email Address] or [Phone Number].

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Thank you for your understanding, and I extend my best wishes to the entire [School Name] community.

Sincerely,

[Your Name]

[Your Signature]