

## Retirement Letter

Sample

Date \_\_\_\_\_

Mrs. Sharon Standish  
Director of Human Resources  
Downingtown Area School District  
Central Administration Office  
540 Trestle Place  
Downingtown, PA 19335

Dear Sharon:

This letter shall serve as notification that I am retiring from my position as a \_\_\_\_\_ teacher at the \_\_\_\_\_ School within the Downingtown Area School District. The effective date of my retirement will be \_\_\_\_\_ (or “last teacher day”). I understand according to the contract, I am required to give at least 60 days notice of my retirement.

I have enjoyed working with my students and colleagues.

Sincerely,

\_\_\_\_\_  
Your signature

cc: Dr. L. Mussoline  
Dr. R. Reed  
Principal