

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