

Retirement Letter

Date _____
(Must be at least 60 days prior to retirement date)

Dawna Hankins
Director of Human Resources
Downingtown Area School District
540 Trestle Place
Downingtown, PA 19335

SAMPLE

Dear Ms. Hankins:

This letter shall serve as notification that I am retiring from my position as _____ (Position) at _____ (School) within the Downingtown Area School District. The effective date of my retirement will be the last teacher day in June, 20XX.

I have enjoyed working with my students and colleagues.

Sincerely,

cc: Superintendent
Assistant Superintendent
Principal