

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[School/Organization Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. As you transition into retirement, I wanted to take a moment to express my heartfelt gratitude for your years of dedicated service at [School/Organization Name]. Your commitment to education and the impact you have had on countless students' lives will not be forgotten.

Your [specific contributions or qualities, e.g., kindness, leadership, innovative teaching methods] have inspired many, including myself. You have left a lasting legacy in our community, and your hard work has set a high standard for future educators.

As you embark on this new chapter, I wish you all the best. May your retirement be filled with joy, relaxation, and new adventures. Please stay in touch, and know that you will always be remembered fondly by those whose lives you have touched.

Thank you once again for everything.

Warm regards,

[Your Name]
[Your Position, if applicable]
[Your Contact Information]