

[Your School Letterhead]

[School Name]

[School Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

This is to certify that [Teacher's Name], who served as a
[Subject/Position] at [School Name] from [Start Date] to [End Date], has
retired from their position effective [Retirement Date].

During their tenure, [Teacher's Name] contributed greatly to the academic
and personal development of their students and was a valued member of our
teaching staff. Their dedication, professionalism, and passion for
education have left a lasting impact on our school community.

We wish [Teacher's Name] all the best in their future endeavors and thank
them for their years of dedicated service.

Sincerely,

[Your Name]

[Your Position]

[School Name]