

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Teacher's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this letter finds you well. As you prepare to leave [School's Name], we wanted to take a moment to express our gratitude for the impact you have made on our lives.

Throughout your time with us, you have inspired [students/colleagues] with your passion, dedication, and unwavering support. Your teaching methods and personal approach have helped us grow not only academically but also as individuals.

We will always remember [share a specific memory or lesson], and your enthusiasm for [subject/teaching] has left a lasting impression on everyone.

As you embark on this new chapter, we want to wish you all the success and happiness in your future endeavors. You will be greatly missed, but your legacy will continue here at [School's Name].

Thank you once again for everything. We hope to keep in touch, and we look forward to hearing about your adventures ahead.

Best wishes,

[Your Name]
[Your Position/Relation to Teacher]
[Class/Grade, if applicable]