

[Your School/Organization Letterhead]

[Date]

Dear [School Community/Staff/Students],

We are writing to inform you that [Teacher's Name], who has been an invaluable member of our teaching staff, will be departing from [School Name] at the end of [term/year].

Throughout [his/her/their] tenure, [Teacher's Name] has made a significant impact on [students'/colleagues'] lives, fostering growth and inspiration in the classroom. We are grateful for [his/her/their] dedication, passion, and the countless contributions made to our community.

Please join us for a farewell gathering on [date] at [time] in [location/venue] to celebrate [Teacher's Name] and to express our gratitude for all [he/she/they] has done.

We wish [Teacher's Name] all the best in this new chapter of [his/her/their] life. [He/She/They] will be missed dearly.

Warm regards,

[Your Name]

[Your Title]

[School Name]

[Contact Information]

[Social Media Handles (if applicable)]