

MAIL to SELF

Address of the Sender

Email Address of the Sender

Date

Name of the Receiver

Address of the Receiver

Subject: Thank You Letter

Dear Teacher/ Professor _____ (Name of the Teacher)

I learnt that you are retiring. I am so saddened on knowing that you won't be teaching me next year. You have been my pillar of strength and support in this school. Since the day I joined the school, you have helped me adjust here. I appreciate your efforts in making me understand the realities of life. I look up to you for always being calm in the situation of a storm.

You have taught me about patience and perseverance and I hope to keep these learnings with me throughout my life. It is because of you that I feel confident enough to face any situation. You have helped me in all possible ways. I am thankful to you for your contribution to my life.

I want to tell you that I will miss you. I wish you a happy and healthy retired life.

Sincerely,

(Signature)

Full Name of the Sender