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)

As your retirement and farewell is coming near, I want to thank you for your contribution to this school. In the past 12 years of your association with our school, you have proved to be a valuable asset. I have heard praises about you from all the students. I appreciate the efforts you make to help your students.

A number of students come back here talking about how you have helped them. I am really grateful that you chose to be a part of our work family. Thanks for choosing our school to serve as a teacher. We have arranged a farewell party for you next week. We hope you enjoy the party and have fun. Looking forward to seeing you there.

Sincerely,

(Signature)

Full Name of the Sender