| Yellow text on a black background  Description automatically generated with medium confidence |  |
| --- | --- |

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 you are retiring soon, I want to take out time to write this letter to you. I want to thank you for being an amazing colleague. You have been a great motivator. On days when I feel like giving up, you have always motivated me and convinced me to stay. I appreciate the efforts you make for everyone around you. Two years back, when I joined this school you made the environment very comfortable for me to adjust to.

I am thankful to have you as a colleague and a friend. You have guided me like a mentor and I appreciate your help throughout. Looking forward to meeting you and thank you in person. I hope we can keep meeting out of school too. Wishing you a happy life ahead.

Sincerely,

(Signature)

Full Name of the Sender