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)

We got to know that you are retiring soon. We want to thank you for being so considerate towards us and treating us like your own. Unlike many others, you have never made us feel low. You have always appreciated our work and have always treated us on the same level as you.

There has never been a time when you have not got sweets on festivals for us. Your generosity and kindness deserves appreciation. We are so glad that we got to know you. This was possible only because of your association with this school. We thank you for being a part of this school family and treating us with warmth and love. We will miss greeting you everyday and will miss your warm smile.

Sincerely,

(Signature)

Full Name of the Sender