

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)

We learnt about your retirement from Professor _____ (Write the name of the professor). Knowing that we won't be seeing you around everyday has deeply saddened us. You have been the best teacher for our class. When other professors complained about our class, you stood in our support and taught us the importance of values like truth and honesty. You have been a valuable part of all our lives.

We appreciate you for having faith in us and teaching us moral values unlike other teachers who only focus on their subjects. You have also made learning fun with your new ways of teaching. We feel blessed to have you as our teacher. As a class, we have got a gift for you. We hope you like this gift and this letter always reminds you of us. We will miss having you around. We hope to see you soon.

Sincerely,

(Signature)

Full Name of the Sender