

LETTER 15.17: ACCEPTANCE OF REQUEST FOR EARLY RETIREMENT

In this letter the writer might have gone into greater detail had there not been a retirement banquet scheduled for the near future. As it is, the letter is basically one of official notice.

Dear Mr. Connelly:

You will be pleased to learn that your request for early retirement, effective June 24, 20xx, has been officially approved by the Hamilton Board of Education at its regular meeting on March 20, 20xx.

We greatly appreciate the many contributions you have made to the district. Our expressions of gratitude at this time may seem inadequate, but we will show our appreciation more fully and formally at our retirement banquet on May 19, 20xx.

All the best to you. We wish you health and happiness as you prepare for the new and exciting experiences that lie ahead. If we can be of any help in your planning, please let us know.

LETTER 15.18: LETTER ON TEACHER'S RETIREMENT

Here is a letter with a slightly different and very appealing opening paragraph. In the third paragraph, the writer mentions a specific accomplishment of the retiree. All in all, this is an excellent retirement letter.

Dear Mrs. Backes:

Let me wish you much happiness in your retirement and thank you for the many contributions you have made to Palm Coast Middle School.

Over the years I have worked with you, it has been an honor and a pleasure to get to know you on both a professional and a personal basis. On both counts, I hold you in high esteem. Indeed, you are not only a caring human being but a professional educator in every sense of the word.

I know the staff and students at our school will miss you. You have left behind a fine program, especially the sixth-grade band that you initiated. It will continue to benefit both the students and the community in the years to come.

It is my sincere hope that your retirement years will bring you joy and fulfillment. Best wishes, and don't forget to visit us when you have the opportunity.