

Professional Farewell Letter

Subject: Notice of Departure

Dear Parents,

I am writing to formally announce my departure from [School Name], effective [Date]. Working with your children has been an enriching experience, and I am grateful for the trust you placed in me throughout the academic year.

Your cooperation and engagement in your children's education have been invaluable. I leave with fond memories and best wishes for your children's continued success.

Sincerely,

[Your Name]

[Position]

[School Name]

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