

Kathryn Carlisle
100 Broadway Lane
New Parkland, CA 91010
Cell: (555) 987-1234
example-email@example.com

Dear Mr. Lee,

After more than 40 years of teaching, including eight years with the New Parkland School District as an Elementary Science Teacher, I have decided that it is time for me to retire. I plan to complete the current school year before officially retiring after the final day of classes on June 5.

During my time at New Parkland Elementary School, I have been fortunate enough to accomplish many career goals. My greatest achievement, however, has been my students, who have consistently performed well on state tests and earned honors in district science fairs.

Over the past few years, I have had the opportunity to work with an excellent Teaching Assistant in my classroom. I wholeheartedly believe that Jacklyn Moore, currently attending classes at New Parkland Community College to earn a Bachelor of Science in Education, should be considered as a possible candidate for Head Teacher next school year.

I plan to remain in the New Parkland area following my retirement. After taking some time off, I would be more than willing to consider serving as a volunteer within the New Parkland School District on a part-time basis. Feel free to contact me if you wish to further discuss my pending retirement.

Respectfully,

Kathryn Carlisle