To,

Staff,

Los Angeles Primary School,

Los Angeles-12563

USA

My Dear Colleagues,

As all of you know that this is my last day as a teacher in this school. With the help of this letter, I just want to thank all of you for all your supports and love that you all have shown me during my term as a teacher in this school.

I would like to give especial thank to our principal Mrs. Richardson for her guidance and support in my early career as a teacher in this school. I have learnt a lot from her. Today, I just can do for you is I wish you all the best for your future career. I wish that my farewell will not separate me from you all, therefore, I would like wish that we will certainly meet again in future. I am not going to forget whatever moments I have lived in this school.

I have attached my new contact details with this letter. If you have any difficulty and think that I can help you then do not hesitate at all in contacting me for the help. However, I am this town by Monday, till then we can meet again.

Thank you once again all of you and forgive me if any mistake done by me.

Yours Truly,

Juliette Anderson

Primary Teacher