**Suppose a teacher of your school is going to retire . write anotice as the secretary of the cultural committee informing the students of a farewell meeting to be held in his honour.**

**Points : [** *mention date and venue—the teacher to retire—types of performance—last date for registering names and rehearsal schedule—your notice should be countersigned by the Headmaster* ]

# **Notice**

It is notified for information of the students of our school that a farewell function is going to be organized on April 25, 2021 at the seminar hall of our school. Our respectable teacher Mr. Amal Das is retiring very soon. The interested students are requested to enlist their name as performers of the function to their class teachers. Cultural dance, recitation , singing will the main criteria of the function. The student should enlist their names positively by 10th March. The enlisted students are expected to stay for half an hour after school for rehearsal. The proper rehearsal schedule will be provided by the last date of registration. For further details contact the cultural secretary.

Countersigned by: Sd/

Sd/ Secretary

Headmaster Cultural Commettee

XYZ School XYZ School