TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Retirement letter

Dear **[name of recipient]**,

This letter represents my official notice of retirement from my position of **[official title]** with **[name of organization]** be made final on the **[day]** day of **[month]**, **[year]**.

It has been with great pleasure to be alongside the individuals at **[name of organization]** and i will always appreciate the experience and knowledge i gained during my time here.

I hope the notice-period is enough for you to find a replacement. Furthermore, please let me know of any help that i could be to train or assist the person that will take over my position.

Sincerely,

**[signature]**

**[name of sender]**