TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Retirement letter

Dear Mr./Ms. **[Name]**:

I would like to inform you that I am retiring from my position with Smith Agency, effective August 1, 20XX.

Thank you for the numerous opportunities for professional and personal development that you have provided me with over the past 15 years. I have enjoyed working for the agency and appreciate the support provided to me during my tenure with the company.

While I look forward to enjoying my retirement, I will miss work and my colleagues at SA. As you and I have discussed already, I would be happy to continue to do part-time work on various projects, as needed.

If I can be of any assistance during this transition, please let me know. I have included my personal email so that you can continue to contact me after I leave the company.

Sincerely,

**[Your Signature]**

**[Your Typed Name]**