TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Retirement Letter

Dear **[Employer's Name]**,

It is with mixed emotions that I write to inform you that I have decided to retire from my position at **[Company Name]**. I am grateful for the opportunities that I have had to work with and learn from my colleagues during my time here. I appreciate the support and encouragement that I have received from you and the other members of management.

I have enjoyed my time working for **[Company Name]**, and I am proud of the contributions that I have made during my tenure. However, I feel that it is time for me to move on to the next phase of my life and focus on my personal interests and family.

I would like to take this opportunity to thank you and everyone else at **[Company Name]** for the wonderful experiences and memories that I will cherish for years to come. I am grateful for the support and encouragement that I have received from my colleagues and superiors over the years.

Please let me know if there is anything that I can do to help make the transition process smoother. I will do everything that I can to ensure that my duties are transferred smoothly to my replacement.

Sincerely,

**[Your Name]**