TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Retirement letter

Dear Mr. Michaels,

This letter is meant to serve as an official notice of my retirement from Stainless Steel Manufacturing, effective August 1, 20XX.

My time with the company has filled me with a sense of purpose and belonging that none other could offer. I have led the Manufacturing Division for the past fifteen years and it has brought a deep sense of purpose to my life. I have been blessed to have your support and I will always be thankful for the opportunity you gave me.

This decision wasn’t an easy one. The reason I have officially decided to retire is that my wife and I have found a small home in Florida where we’ll be able to spend the rest of our days together. It pains me to think that I won’t be able to contribute to the company we’ve built, but I feel that it would be best for me to move on.

Stainless Steel Manufacturing will always have a place in my heart. Thank you for the opportunity and best of luck in the years to come.

Sincerely,

**[Signature]**

Stan Lee