TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Retirement letter

Dear Lucy,

I am writing to inform you of my upcoming retirement from the position of Marketing Manager at SunLife. Taking into account my notice period of two months, I intend for my last day of work to be the 31st January 20XX.

I would like to thank you and everyone at SunLife for the opportunities and support I have been given during my 15 years here. I have had many valuable experiences, made many good friends, and learnt a great deal in my role.

Please let me know if there is anything I can do to make the transition after my retirement as smooth as possible. I am more than happy to provide any handover documents and teaching that my replacement requires.

I have always found my role as a Marketing Manager immensely satisfying and thrived on the challenges I have faced. If the company should need support with tasks related to brand strategy in the future, I am willing to help out in more of a consultative capacity.

Although I am looking forward to my new life as a retiree, I have thoroughly enjoyed my time here and would love to keep in touch. If you would like to contact me during my retirement, you can reach me on 07420123456 or at john.smith@emailprovider.com.

Thank you once again for all of the opportunities I have had at SunLife. I wish you all the best for the future!

Yours Sincerely,

John Smith.