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]**,

As I sit down to write this letter, I can't help but feel a mix of emotions. It's been a privilege to work for **[Company Name]** for the past **[Number of Years]** years, but it's with a heavy heart that I announce my retirement, effective **[Retirement Date]**.

I never thought this day would come. The thought of leaving behind the friends and colleagues I've come to know, and love is heart-wrenching. I'll miss the daily interactions, the inside jokes, and the shared experiences that come with working at **[Company Name]**.

But as much as it pains me to say goodbye, I know it's time to move on. My health and personal circumstances have led me to make this difficult decision. I want to thank you for being a supportive and understanding employee during this time.

I'll cherish the memories I've made while working at **[Company Name]** and will always be grateful for the opportunities you've provided me. I wish the company continued success and growth in the years to come.

Sincerely,

**[Your Name]**