TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Retirement Letter  
  
Dear Mr. Brown,

The day has finally arrived. I didn’t think it would be so soon, but as of November 1st, 20XX, I will be officially retiring from Brown Automotive.

I’m sure this comes as a surprise to you as I have been quite content with my current employment situation. However, health isn’t what it once was, and I feel like it would be best if I took this opportunity to take my leave and retire.

The past twenty years have indeed been incredible. I have watched a small muffler shop turn into one of the city’s biggest automotive chains. Leaving this company will surely keep me wondering how much more success we could have achieved, though I know you and the rest of our team will lead Brown Automotive to new and exciting places.

I appreciate the opportunity you’ve given me, and I will always be grateful for what you have done for my family. You will always be welcome in my home.

Yours Truly

**[Your signature]**

Rachel Hollister