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]**,

I am writing to inform you that I have decided to retire from my position as **[job title]** effective **[retirement date]**. After **[number of years]** years of dedicated service to **[company name]**, I feel it is time to step back and enjoy my retirement.

I want to express my sincere gratitude for the opportunities and experiences that I have gained during my time here. I have learned so much and have had the privilege of working alongside a great team. I appreciate all of the support and guidance that you and my colleagues have provided me throughout my career.

In preparation for my retirement, I will ensure a smooth transition by completing any pending tasks and training my replacement, if necessary. I am confident that the skills and knowledge I have gained during my time here will be valuable to me in my retirement and in future endeavors.

Please let me know if there are any specific tasks or duties that you would like me to complete before my departure. I will also ensure that all company property and resources in my possession are returned by my last day of work.

Thank you again for the opportunity to be a part of this organization. I look forward to maintaining a positive relationship with you and my colleagues in the future.

Sincerely,

**[Name]**