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 of my intention to retire from my position as **[Your Position]** with **[Company Name]**. It is with a heavy heart that I am making this decision, but after much consideration, I have concluded that it is time to move on to the next chapter of my life.

I want to take this opportunity to express my heartfelt gratitude for the support, guidance, and opportunities that you and **[Company Name]** have provided me during my tenure. I have learned a great deal and developed professionally because of your investment in me. I have always been proud to be part of such a reputable and successful organization.

Please let me know if there is anything I can do to assist with the transition of my responsibilities before my retirement date, which is **[Date]**. I am happy to help in any way I can.

Thank you again for everything you have done for me throughout my time with **[Company Name]**. I wish you, the company, and all my colleagues continued success in the future.

Sincerely,

**[Your Name]**