TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Retirement Letter  
  
Dear Donna,

It is with truly mixed feelings that I announce my retirement from Consolidated Industries, effective March 15, 20XX.

I have spent the majority of my career here and am fortunate to have worked with so many talented and wonderful colleagues over the years. When I began as a customer service representative in XXXX, we were just a small operation in an out-of-the-way office park. To think that we’re now a whole floor of the Main Street office building and over 150 employees – I continue to be amazed.

Though I will be sad to depart, I am eager for the opportunity to spend more time with family, and for the chance to travel.

If there are any additional steps that I can take to ease this transition, please let me know.

Sincerely,

**[Signature]**

Reginald Johnson