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]**,

It's with a heavy heart that I write this letter to inform you of my retirement, effective **[Retirement Date]** . After **[Number of Years]** years of dedicated service to **[Company Name]**, it's time for me to say goodbye.

I must admit, I'm feeling a sense of sadness and loss as I prepare to leave behind a company that has been such a significant part of my life. Over the years, I've made countless memories, formed lifelong friendships, and experienced personal and professional growth that I'll never forget.

But as much as I'll miss **[Company Name]** and the people who work here, it's time for me to move on to the next chapter of my life. Retirement will give me the opportunity to spend more time with my family, travel, and pursue hobbies that I've put on hold for far too long.

I want to thank you for being an excellent employer and for providing me with the tools and resources I needed to excel in my role. I'll always be grateful for the opportunities and experiences that **[Company Name]** has given me.

Please extend my warmest regards to my colleagues, and I wish **[Company Name]** continued success in the future.

Sincerely,

**[Your Name]**