TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Retirement letter

Dear Janice

This letter is my official notification to you and to my company that my last day of work at Techtron Mobile will be January 11, 20XX. On that day, I plan to retire. I am excited about my impending retirement but wanted to take this opportunity to thank you for all of the opportunities that I have experienced working for Techtron Mobile. I have genuinely enjoyed my employment as a Marketing Communication Specialist and will miss you and my coworkers when my retirement day comes.

Please let me know what I can do to help you with the transition of my work to another employee. I plan to work right up until my retirement date and will be happy to help you make a smooth transition. I'll even help you find an employee to replace me if that is the decision that you make.

Again, I have truly enjoyed working at Techtron Mobile and will miss my coworkers and our workplace a great deal. I wish you nothing but the best for the future. Please feel free to contact me if you need additional information. I will be meeting with HR shortly to finalize the details of my retirement, learn about any benefits that extend beyond retirement, and identify any assistance that I can provide in transitioning my job to another employee.

Sincerely,

**[Signature]**

Margaret Price  
123 Main Street

Anytown, CA 12345