TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Formal Retirement Letter

Dear Members of Management,

For over four years now it has been a privilege working at **[company name]** as well as learning from each person on my team. It’s truly been an enjoyable ride, filled with many challenges the way, but also with a great deal of satisfaction as I have been able to help our customers reach their goals.

That said, I wanted to reach out and inform you all that I’ll be retiring from **[company name]** at the end of this month. It’s been an honor and a privilege working here and it has truly been one of the best experiences in my professional career.

I’d like to thank each one of you for everything you’ve done for me over the years, I’m grateful I had the opportunity!

I wish nothing but the best for all of you and hope that **[company name]** will continue moving forward in great strides. The future is bright!

Best Regards,

**[Your name]**