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]**,

As I approach the end of my career, I have decided to retire from my position as **[Your Position]** with **[Company Name]**. It has been an honor to work for such a distinguished and respected organization, and I want to express my gratitude for the opportunities and experiences that you and the company have provided me.

I am grateful for the support, encouragement, and mentorship that I have received throughout my tenure. The relationships that I have formed with my colleagues and superiors have been invaluable, and I will always cherish the memories that I have made with each of them.

I will do everything I can to ensure a smooth transition of my duties and responsibilities to my successor. Please let me know if there is anything else I can do to help in this process.

I want to take this opportunity to thank you, the company, and my colleagues for making my time here so meaningful and rewarding. I am confident that **[Company Name]** will continue to thrive and achieve great things in the future.

Sincerely,

**[Your Name]**