TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Retirement letter

Dear **[insert manager’s name],**

Please accept this letter as notice of my retirement from the position of **[insert job title]** at **[insert company].**

I have enjoyed my **[insert time you have worked at the company]** with the business immensely and have had great satisfaction in taking on the challenges given to me. I have learnt many things, made many friends, and have many memories that will stay with me forever.

As per the terms of my employment contract, I will continue to work for the company for the next **[insert notice period length],** completing my employment on **[insert last day you intend to work].** If there are any areas in particular you would like me to focus on during my notice period, please let me know.

I am thankful for the opportunities you have given me during my time here. Whilst thoroughly looking forward to my retirement, I will miss working with you a great deal and I hope we can stay in touch.

I wish you all the best in your future endeavors

Yours sincerely

**[Signature]**