TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Retirement Letter

Dear **[Manager’s Name]**,

It is with immense gratitude and pleasure that I write this retirement letter today. Over the past **[x]** years, it has been an honor and a privilege to work for **[company name]**. My time with the company began in **[year]** and over the course of my tenure I have had the opportunity to advance in many ways, both personally and professionally.

I’d like to thank each and every member of my team who helped make me feel welcome when I came on board, as well as those who were here before me who passed along their knowledge!

As I move on to new opportunities, I wish nothing but the best for you and for each member of the organization. You have an incredible team that will continue to grow and thrive even as I move onto retirement.

I am honored by this opportunity and truly appreciate all that has been done for me during my tenure with **[company name]**. If there is anything else I can assist with in the future please don’t hesitate to ask!

Best Regards,

**[Your name]**