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]**,

After much consideration, I have decided to retire from my position at **[Company Name]**. I would like to express my gratitude for the opportunity to work with and learn from such a talented group of individuals.

I am proud of the accomplishments that we have achieved together during my tenure at **[Company Name]**. I have thoroughly enjoyed my time working here and will always cherish the memories that I have made.

As I move into the next chapter of my life, I want to thank you and the rest of the team for your support, guidance, and encouragement throughout my time at **[Company Name]**. I have truly valued the relationships that I have built with my colleagues and appreciate the contributions that each of you has made to the company's success.

Please let me know what steps I need to take to ensure a smooth transition for my successor. I am happy to assist in any way possible to make this process as seamless as possible.

Thank you again for the wonderful opportunity to work at **[Company Name]**. It has been an honor and a privilege to be a part of such a great organization.

Sincerely,

**[Your Name]**