TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Retirement Letter

Dear **[manager’s name],**

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

Under the terms of my contract, my notice period is **[x weeks/months],** so my last day of work will be **[date].**

Although I am looking forward to my retirement, I have enjoyed working here and being part of the team very much. I do hope we can stay in touch.

If there is anything I can do to make the transition easier, please let me know.

Yours sincerely

**[Signature]**

**[Your name]**