TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Retirement Letter

Dear **[Recipient Name]:**

It is with a heavy heart that I submit my resignation. The last 15 years at Company Name have been wonderful. However, after 40 years in the publishing industry, it is time for me to retire. I am looking forward to traveling, playing golf, and most importantly, spending time with my family, including my seven grandchildren.

My last day at Company Name will be Day and Date. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

I wish the company and all its employees much success in the coming years.

Sincerely,

**[Signature]**

**[Your Name]**

**[Title]**