TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Retirement letter

Dear **[Name of manager]**,

I am writing to inform you of my upcoming retirement from the position of **[job role]**  at **[company name].** Taking into account my notice period of **[notice period length],** I intend for my last day of work to be **[date].**

I would like to thank you and everyone at **[company name]** for the opportunities and support I have been given during my **[X years]** here. I have had many valuable experiences, made many good friends, and learnt a great deal in my role. Please let me know if there is anything I can do to make the transition after my retirement as smooth as possible. I am more than happy to provide any handover documents and teaching that my replacement requires. I have always found my role as **[job title]** immensely satisfying and thrived on the challenges I have faced. If the company should need support with tasks such as **[example tasks]** in the future, I am willing to help out in more of a consultative capacity. Although I am looking forward to my new life as a retiree, I have thoroughly enjoyed my time here and would love to keep in touch. If you would like to contact me during my retirement, you can reach me on **[personal phone number]** or at **[personal email address].**

**[Discuss any queries relating to your retirement benefits or any other issues that need clarifying such as outstanding annual leave that you’ve accrued.]**Thank you once again for all of the opportunities I have had at**[company name].** I wish you all the best for the future!

Yours sincerely