TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Retirement Letter

Dear Ms. Cho:

I am submitting this letter as formal notification of my upcoming retirement. My last day at Richmond Printing will be April 13 20XX.

I am very thankful for the opportunities that I've enjoyed while working as a marketing associate these past 10 years. It's been a pleasure watching the company evolve as the face of printing has changed over the past decade. I learned a great deal about customer behavior and marketing strategies in my time working with this dynamic marketing team. It was a particular pleasure working closely with some of our longstanding clients, such as the Richmond School System and Carter General Hospital.

Please let me know how I can assist with the transition following my retirement. I would be happy to help with hiring or training my replacement. I will also be available to consult on a part-time basis as I spend more time with my family.

I plan to take my pension as a lump sum payment and cash out on the eight unused vacation days I have accumulated upon my retirement.

Thank you for the opportunity to work with Richmond Printing. I wish you all the best in the years to come!

Sincerely,

**[Signature]**

Carl Williams