TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Retirement Letter

Dear Carolyn

I’m writing to inform you that my final day of work at ABC Paper will be May 1, 20XX. At that time, I plan to retire.

While I look forward to this next chapter of my life, I want to thank you and the entire team at ABC Paper for the opportunities you have provided me with over the years. I have enjoyed working on your team and will miss you all in my retirement.

As I transition out of my role, I am happy to assist you in any way possible to make the transfer seamless for your new hire. I will be working diligently until my retirement date to complete all ongoing projects and to hand over all key information to the team.

Thank you again for the chance to be a part of the outstanding team at ABC Paper. I wish you and the team all the best in the days ahead.

If you need any additional information, please don’t hesitate to contact me. I’ll be meeting with HR to finalize my retirement plans and can provide any necessary details at such time.

Sincerely,

**[Signature]**

Frederick Crane