**Retirement resignation letter example**

Here is a retirement resignation letter example you can use as a guide when you write your own:

November 17, 20XX

Ang Nguyen  
Free Flow Asset Management  
2244 Courtyard St.   
Albany, NY 12084

Dear Mr. Nguyen,

I am writing to inform you that I will be retiring from Free Flow Asset Management, effective April 1, 20XX. This was a difficult decision to come to, and I greatly appreciate the time I’ve spent at this company. Your guidance, in particular, has helped me become a skilled investment advisor and a more experienced member of this firm.

In my 25 years at Free Flow, beginning as a mailroom clerk to my current position as northwestern regional director, I have been proud of the integrity and success of this company. My colleagues have always given the utmost care to our clients’ portfolios. I credit the quality of our workforce and services for Free Flow’s growth. Since managing my division, I have grown our total investment capital by 435%, and I expect this upward trend will continue after I retire.

I understand that the hiring process for my replacement could take some time, so I want to offer my help with anything you may need. Kendrick Washington is my current assistant, and I believe he is the best candidate for my role. Additionally, as you know, I created my own database to track and manage clients’ portfolios, and I would be happy to teach this system to any of the partners before I leave.

There are many exciting plans awaiting me in the near future, including vacations with my wife and moving my granddaughter to college. Although I will miss the Free Flow team, I am excited for the quality time I’ll get to spend with my family.

If there are any opportunities available to work for Free Flow as a consultant, please let me know. Again, thank you for your care and concern over the past 25 years.

Sincerely,   
Gustavo Lopez