

Letter Of Intent To Retire

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this letter finds you well. After much contemplation and careful consideration, I am writing to formally announce my intention to retire from my position at [Company Name]. It is with mixed emotions that I make this decision, as I have cherished the time I have spent here and the opportunities I have been given.

My last day of active employment will be [Last Working Day], providing sufficient notice to ensure a smooth transition for my team and the company as a whole. I am committed to assisting in the transition process and will be more than willing to help train my replacement, share knowledge, and complete any pending projects or tasks to the best of my ability before my departure.

Throughout my tenure at [Company Name], I have had the privilege of working alongside exceptional colleagues and have had the support of inspiring leaders. The experiences and memories I have gathered during my time here will be forever treasured, and I am truly grateful for the camaraderie and support I have received from all levels of the organization.

As I prepare to enter this new phase of my life, I want to express my heartfelt gratitude to [Company Name] for providing me with a fulfilling and rewarding career. The opportunities for professional

growth and personal development have been invaluable, and I will carry the lessons learned with me as I embark on this new journey of retirement.

In the coming weeks, I am more than willing to meet with you or any designated representative to discuss the transition process and how I can be of assistance during this period. Moreover, I am open to providing any necessary information required for the continuation of projects I have been involved in.

Once again, I would like to extend my sincerest appreciation to [Company Name] for being an integral part of my life and career. I look forward to witnessing the continued success and prosperity of the company from a different vantage point.

Thank you for your understanding and support throughout this process. I eagerly anticipate a smooth and seamless transition and wish nothing but the best for [Company Name] and all my colleagues in the future.

Sincerely,

[Your Name]