

Retirement Letter Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing this letter to formally announce my retirement from [Company/Organization Name], effective [Last Working Day, e.g., September 30, 2023]. After careful consideration and reflection, I have decided that the time has come for me to embark on a new chapter in my life and transition into retirement.

It has been an incredible journey working with [Company/Organization Name] for the past [Number of Years of Service] years. I am deeply grateful for the opportunities, experiences, and growth that I have gained during my time here. The friendships and professional relationships I have developed will always hold a special place in my heart.

I want to take this opportunity to express my sincere gratitude to you and the entire team for the support, guidance, and camaraderie that I have received throughout my tenure. Your leadership and the collaborative environment have contributed significantly to my professional development, and I am proud to have been a part of this organization.

In preparation for my retirement, I am committed to ensuring a smooth transition. I am more than

willing to assist in any way possible to help train and onboard my successor, and I will be available for consultation even after my official retirement date.

As I move into this new phase of life, I am excited about the prospects of spending more time with my family, pursuing personal interests, and enjoying the leisure activities that I have long postponed. While I will miss the daily interactions and challenges of the workplace, I am confident that this is the right decision for me at this time.

Please let me know if there are any formalities or procedures that I need to follow regarding my retirement process. I will be completing any necessary paperwork promptly to ensure a seamless transition.

Once again, thank you for the incredible journey with [Company/Organization Name]. I am grateful for your understanding and support as I embark on this new adventure.

Wishing continued success and growth for [Company/Organization Name] in the years to come.

Sincerely,

[Your Name]