**LETTER OF RETIREMENT**

**From:** **[NAME OF SENDER]**  
**Address:** **[SENDER ADDRESS]**  
**Phone:** **[PHONE NUMBER]**  
E-Mail: **[EMAIL ADDRESS]**

Date: **[DATE]**

**To:** **[NAME OF RECIPIENT]**  
**Address:** **[RECIPIENT ADDRESS]**  
**Phone:** **[PHONE NUMBER]**  
E-Mail: **[EMAIL ADDRESS]**

Dear [NAME OF RECIPIENT],

This letter represents my official notice of retirement from my position of [OFFICIAL TITLE] with [NAME OF ORGANIZATION] be made final on the [DAY] day of [MONTH], [YEAR].

It has been with great pleasure to be alongside the individuals at [NAME OF ORGANIZATION] and I will always appreciate the experience and knowledge I gained during my time here.

I hope the notice-period is enough for you to find a replacement. Furthermore, please let me know of any help that I could be to train or assist the person that will take over my position.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://esign.com/)

Signature

[NAME OF SENDER]

Print Name