

# LETTER OF RETIREMENT

From: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address (2): \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address (2): \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Dear \_\_\_\_\_,

This letter represents my official notice of retirement from my position of \_\_\_\_\_ with \_\_\_\_\_ be made final on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

It has been with great pleasure to be alongside the individuals at \_\_\_\_\_ 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,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

