

{ Your Name }  
{ 1234 Street Address }  
{ City, State, Zip }  
{ E-mail Address }

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{ Today's Date }

{ Company Name }  
{ Street Address }  
{ City, State, Zip }

Dear { Name of Recipient },

I would like to inform you that I will be retiring effective September 30, 2018.

I have truly enjoyed working for Acme Corporation, and I sincerely appreciate the support provided to me during my 10 years as part of the company. The stimulation of our positive corporate culture and the opportunities for promotion and professional advancement I was given made waking up and coming to work each day a joy.

While I look forward to enjoying my retirement, I will miss being part of our team and the company. I trust that the friendships I have developed here will last well into the future.

If I can be of any assistance before my departure or afterward, then please let me know. I'd be happy to provide whatever assistance I can to provide a smooth transition to my successor.

Best regards,

{ Your Signature }

{ Your Name }  
{ Your Title }