**TEMPLATE LETTER  
RETIREMENT ANNOUNCEMENT LETTER**

[Date]

[Name of Employer]

[Name of Company]

[Address of Employer]

[Community, Zip code]

Dear [Name of Employer],

I would like to formally tender my retirement from the position of [name of position] effective [number] [days/weeks] from date of this letter. My last day at work will be on [date of retirement].

I have truly enjoyed my stay here with [name of company] for the past [number] years. As the inevitability of time and age would have it, I will be moving on to the next chapter of my life.

In the next few [days or weeks], I will focus on the smooth transition of my tasks and responsibilities to [name of employee] until such time that a suitable replacement is found. I am enclosing my contact information should you need help in finding my replacement.

It has been a good experience working with [name of company].

Best regards,

[Signature of Retiree]

[Name of Retiree]

[Retiree Contact information]