**LETTER TEMPLATE**

**ANNOUCMENT OF RETIREMENT**

**[Your name]**

**[Your address]**

**[Your city, state and zip code]**

**[Your phone number]**

**[Your email address]**

**[Date]**

**[****Supervisor's name]**

**[Supervisor's title]**

**[Company name]**

**[Company address]**

**[Company city, state and zip code]**

Dear **[ Supervisor],**

At long last the date of my retirement is here! On November 12, exactly 32 years after my trying first day with Doe Corporation, I'll be leaving my desk for the last time. John and I will be moving to Montana, where I understand the trout fishing is much better than in downtown Springfield.

You all know Jane has been working with me for the past three weeks, and I feel she is exceptionally well-qualified to take over where I leave off. I have many fond memories of my time with Doe, and most of them involve the wonderful group of people with whom I have worked. I will miss you all so much, but never fear; you haven't seen the last of me! We will be making visits back to our old stomping grounds at least twice a year, so count on a call.

Sincerely,

**[Your name]**