**LETTER TEMPLATE**

**RETIREMENT RESIGNATION**

[Name]

[Street Address]

[City, State]

[Supervisor Name]

[Date]

[Title]

[Company Name]

[Company Street Address]

[Company City, State]

Dear Mr. or Ms. [Supervisor],

This letter expresses my intent to retire on (Month) (Day) of this year. I have enjoyed my XX years with the company and appreciate the opportunities to help our (clients/customers).

I know it will take some time to ensure that my replacement is adequately trained and ready to take over my current responsibilities. I am willing to make myself available through the month of (Month) if you think it would be beneficial.

Thank you for the opportunity to learn and grow with an incredible team and company. My phone number is xxx-xxx-xxxx and my email address is x.

Sincerely,

[Signature]

[Typed Name]