**LETTER TEMPLATE**

**RETIREMENT LETTER OF RESIGNATION**

**(Name)**

**(Street Address)**

**(City, State)**

**(Supervisor Name)**

**(Title)**

**(Date)**

**(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)**