**LETTER TEMPLATE**

**ANNOUNCEMENT 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],

It's time to express my appreciation for the great friendships I have had here at Doe's over the past years. As some of you know, I am retiring at the end of May and plan to move to my old hometown of Springfield. I hope to do some writing on the history of that area before all the early residents are gone.

I know John has been considering two candidates for my position, and I feel good about them both. Either is qualified to do an excellent job. Each has a wealth of experience and both are amiable co-workers. I feel good that I am leaving my work in their capable hands.

Leaving will not be entirely easy. I have genuinely enjoyed working with our great staff. Please remember us at the summer picnic and feel welcome to drop in to see us in Springfield.

Sincerely,

[Your name]