**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]**,

I have sincerely appreciated the association I have had with each of you over the past several years, so it is with some reluctance that I write this letter. After much thought and careful consideration, I have decided to retire from Doe & Doe.

As you know, John Doe has been my partner and has done an excellent job in helping to manage the practice that I am now turning over to John and Jane Smith. Jane has been with the firm for over a year and has also done a tremendous job helping us to maintain the client service that I have endeavored to provide since starting this practice 10 years ago.

I have great confidence in John and Jane. They are deeply committed to client satisfaction and are looking forward to working with you in the future. I urge you to continue working with John and Jane to handle your legal needs.

Sincerely,

**[Your name]**