**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],

After 30 years in the trenches, I am retiring from Doe Corporation on June 30. It has really been rewarding and discouraging, carefree and tense, delightful and hateful. Well, you get the picture. It's time to make my way to Tucson, Arizona, for some leisurely golfing and tanning. It has been a strange experience to be replaced by a computer, but at least its feelings won't be hurt when it gets criticized for a statistical error.

I have loved my job and co-workers and will miss each of you dearly. My husband and I will keep a vacant room with a comfortable bed for visitors! We hope you will accept the standing invitation. Let's keep in touch!

Sincerely,

[Your name]