**LETTER TEMPLATE**

**RETIREMENT LETTER**

**[Your name]**

**[Your address]**

**[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 am writing to notify you of my upcoming retirement. My last day at **[Company]** will be **[date]**.

I am deeply grateful for the opportunity to spend the last **[duration of employment]** working with **[Company]**. I learned a great deal from **[colleague]** and feel that my **[skills]** grew considerably during my time as **[job title]**.

Please let me know how I can help make the transition following my retirement as smooth as possible. I would be happy to assist in hiring or training my replacement. I will also be available to assist as a consultant during my retirement, should you have any opportunities available.

Thank you for the opportunity to work with **[Company]**. I wish you all the best in the years to come!

Sincerely

**[Your name]**