**RETIREMENT ANNOUNCEMENT LETTER**

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr./Ms. Last Name

I would like to inform you that I will be retiring effective April 1.I have enjoyed working for ABDE and I sincerely appreciate the support provided to me during my years as part of the company.

While I look forward to enjoying my retirement, I will miss being part of our team and the company.

If I can be of any assistance prior to my departure and afterwards, please let me know. I'd be glad to provide whatever assistance I can to provide a smooth transition.

Sincerely,

Your Signature **(hard copy letter)**