**LETTER TEMPLATE   
RETIREMENT ANNOUNCEMENT LETTER**

**[Date]**

**[Name of Employer]**

**[Name of Company]**

**[Address of Employer]**

**[Community, Zip code]**

Dear [Name of Employer],

I would like to formally tender my retirement from the position of **[name** **of** **position]** effective **[number] [days/weeks]** from date of this letter. My last day at work will be on **[date of retirement]**.

I have truly enjoyed my stay here with [name of company] for the past [number] years. As the inevitability of time and age would have it, I will be moving on to the next chapter of my life.

In the next few **[days or weeks],** I will focus on the smooth transition of my tasks and responsibilities to **[name of employee]** until such time that a suitable replacement is found. I am enclosing my contact information should you need help in finding my replacement.

It has been a good experience working with **[name of company]**.

Best regards,

**[Signature of Retiree]**