**LETTER TEMPLATE   
RETIREMENT ANNOUNCEMENT LETTER**

[Date]

[Name of Employer]

[Job role or title]

[Name of Company]

[Address of Company]

[Community, Zip code]

Dear [Name of Employer],

The intent of this letter is to notify you of my retirement as [name of position] from [name of company] effective on [date of retirement].

It has been a hard decision to make in retiring from [name of company] after [number] years of great personal and professional experience. I have really enjoyed my stay with [name of company] and am very thankful to all my colleagues who have made my stay even more enjoyable and fulfilling. I am excited to take on this challenge to a new chapter of my life.

I will be working closely with the individual to replace and transition to my position in the coming [days or weeks]. I will surely do my best to ensure a smooth transition of tasks and responsibilities to the new person. Please feel free to contact me anytime if you need assistance in the selection and hiring for a possible replacement. I have included my contact details below for your convenience.

Again, it has truly been an honor working at [name of company]. I wish you all the best in the coming years.

Sincerely yours,

[Signature of Retiree]

[Name of Retiree]

[Retiree Contact information]