**LETTER TEMPLATE**

**RETIREMENT LETTER OF RESIGNATION**

**[Your Name]**

**[Street Address]**

**[City, ST ZIP Code]**

**[Date]**

**[Recipient Name]**

**[Title]**

**[Company Name]**

**[Street Address]**

**[City, ST ZIP Code]**

Dear **[Recipient Name]**,

It is with a heavy heart that I submit my resignation. The last 15 years at **[Company Name]** have been wonderful. However, after 40 years in the publishing industry, it is time for me to retire. I am looking forward to traveling, playing golf, and most importantly, spending time with my family, including my seven grandchildren.

My last day at **[Company Name]** will be **[Day]** and **[Date]**. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

I wish the company and all its employees much success in the coming years.

Sincerely,

**[Your Name]**

**[Title]**