**RETIREMENT LETTER OF RESIGNATION**

Frank Jones

123 Main Street, Anytown, CA 12345

555-555-5555

frank.jones@email.com

October 15, 20XX

April Lee

Manager

Acme Corporation

123 Business Rd.  
Business City, NY 54321

Dear Ms. Lee:

I would like to inform you that I will be retiring effective November 1, 20XX

I have truly enjoyed working for Acme Corporation, and I sincerely appreciate the support provided to me during my 10 years as part of the company. The stimulation of our positive corporate culture and the opportunities for promotion and professional advancement I was given made waking up and coming to work each day a pleasure.

While I look forward to enjoying my retirement, I will miss being part of our team and the company. I trust that the friendships I have developed here will last well into the future.

If I can be of any assistance before my departure or afterward, then please let me know. I'd be happy to provide whatever assistance I can to provide a smooth transition to my successor.

Sincerely,

*Frank Jones* (signature hard copy letter)

Frank Jones