

LETTER OF RETIREMENT

From: _____
Address: _____
Address (2): _____
Phone: _____
E-Mail: _____

Date: _____

To: _____
Address: _____
Address (2): _____
Phone: _____
E-Mail: _____

Dear _____,

This letter represents my official notice of retirement from my position of _____ with _____ be made final on the ____ day of _____, 20__.

It has been with great pleasure to be alongside the individuals at _____ and I will always appreciate the experience and knowledge I gained during my time here.

I hope the notice-period is enough for you to find a replacement. Furthermore, please let me know of any help that I could be to train or assist the person that will take over my position.

Sincerely,

Signature

Print Name

