

Retirement-Resignation-Letter-to-Employer

ABC (Name of the employee)

123 – (Street Name),

(City Name), (State Name) (Zip) –

Email of Employee

Date

Name of the Manager

Office Address

Dear Ms. XYZ (Name of the manager),

This letter is a formal notice of information of my retirement effective from (Date).

During my tenure, I had thoroughly enjoyed and cherished the experiences on the projects that I have worked for and the team I worked with. Being in the company for more than 15 years, I sincerely appreciate the support and opportunities that were provided to me. The motivation of team activities, a fun corporate culture, opportunities to get promoted, and professional learning were a great source of joining the office everyday on time.

Though after years of hard work, now I plan to enjoy my retirement and do some fun activities, but one thing is certain that I will miss being the part of this organization and coming to work every day. Also, I will be available for any kind of support required from my end and also believe that the associations I had formed during my work tenure will last into budding friendships, even after I leave the company.

Before leaving the organization, if I can be of any help, then I will be more than happy to be of service. Also, I will be glad to pass on my learning's to my successor and be of a great support like I had during my work tenure.

Sincerely,

Your Signature

(Your Name)