

## Simple Retirement Letter Sample

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally announce my retirement from my position as [Your Position] at [Company Name], effective [Retirement Date].

It has been a privilege to work with [Company Name] for the past [number of years you've worked]. During my time here, I have had the pleasure of collaborating with many talented and dedicated individuals. I have appreciated the opportunities for personal and professional growth and am grateful for the support and encouragement I have received.

I am proud of what we have accomplished together and will cherish the memories and experiences I have gained. As I prepare to embark on this new chapter of my life, I am confident that [Company Name] will continue to thrive and achieve great success.

I am committed to ensuring a smooth transition and am happy to assist in training my successor or completing any outstanding projects. Please let me know how I can be of help during this period.

Thank you once again for the opportunities and experiences I have had at [Company Name]. I look forward to staying in touch and wish you and the company continued success in the future.

Sincerely,

[Your Name]