

# Retirement Letter to Boss

To:

From:

Subject:

Dear ———- [Name],

As you already know from our conversation earlier today, my time to retire from this company has come. This letter is my official notification to you that [Date] will be my last working day in [Name of the Company]. From the end of that day onwards, I will no longer be [position].

I am excited about my retired life but would also like to take this opportunity to say that I am extremely sorry to leave this company after [number] years. I would also like to thank you all for allowing me to work in [Name of the company] as a [position] and then rise to the position of [Name of current job title].

I have genuinely enjoyed my employment tenure and will miss my co-workers after retirement. Let me know what I can do to make the transition for my replacement smooth. I am ready to work till the last hour of my retirement day and make the handing over process as seamless as possible. I can also help you find my replacement if you make that decision.

Again, I will truly miss working in [Name of company]. I will shortly meet with HR regarding my retirement process. Please free to contact me at any time if you need any additional details. I will be more than happy to help even after leaving here.

Yours Sincerely,

XYZ

Signature

