

Retirement Letter to the Employee

To:

From:

Subject:

Dear ———- [Name],

With a heavy heart, we have to announce that according to [Name of the Company]'s policy we have to free you from all your responsibilities soon. We will start the process of your retirement regrettably which will take effect on [Date of Retirement].

I would like to thank you for all the efforts you have put in the company for the past [Number] years. You have been an incredible employee and have stood up to your responsibilities every time without any complaints or discrepancies. We value all the hard work you have done and recognise you as one of the best employees in the company.

We have relied on your intelligence and experience many times in the past while making important decisions. We cannot be more obliged to you. We have settled your accounts and wish you all the luck in the world for your next adventure.

With Best Wishes,

