

Retirement Farewell Letter to Employer

Name of the Employee

Address

(Including City, State, Zip)

Contact Details

Email

Date (Date of writing the letter)

(Name of the recipient)

(Position Title)

Company Name

Address

(Including City, State, Zip)

Dear (Add name),

This letter is to inform you about my retirement from the position of —.

I would like to inform you that I would be retiring from my services of the company and my last working day would be — (Date and day). Though, I am happy that I am about to start a new life, but I will also miss the daily fun and working with colleagues. Though, I am waiting for the new life that is ahead of me, but I am also saddened to leave the organization that I have served in the past. My work tenure here has been worthwhile and rewarding in every way.

I would also like to thank for the tremendous opportunities and growth that I had during my work profile here. The motivation and professional assistance I have received here is something that I will cherish over.

My best wishes are always with the organization and I wish all the success and success to the team in their future endeavors.

Best Regards,
(Name of the retiree)