

Retirement Notice Letter

From,

Date _____

To,

Subject: Retirement Letter Notice

Respected Sir,

I, _____ (Name of the employee), is writing this letter to bring into your kind notice that I will be retiring on _____ (Date) and _____ (Day). It has been a great opportunity to be working with the company for _____ (years of job), as _____ (designation of the employee) in the _____ department of the office.

I still remember the day, _____ (Date of joining), I joined as _____ (Designation). I would like to thank the management of the company for offering me a valuable opportunity to serve the company throughout these years. I had the best team to work with and throughout my tenure, I thoroughly enjoyed the days I have spent with the entire staff.

So, I would request you to start with my retirement process in order I can get benefits and facilities of retirement as soon as possible.

Thanks for your support and opportunities.

Yours Faithfully,

(Name of the Employee)