

Retirement-Letter-To-Employer

Employee Name
Address of the Employee
(Including City, State and Zip)
Contact details of the Employee
Email of the Employee

Date

Employee Name
Title of the Employee
Company Name
Company Address
(Including City, State, and Zip)

Dear Mr. /Ms. (Name of the manager/senior),

Through writing this letter, I (Name of the employee), would like to bring to your notice the formal date of my retirement (DD/MM/YYYY) with the —— (Company name).

I would like to thank you and the organization to provide me with ample of opportunities and moments that have added prestige and proud in my overall career growth and experience. After working with the company for over 15 years, it is sure that I will miss the team and everyday fun that I used to have here. Also, as discussed in-person with you, I would be glad to offer my assistance by working as a freelancer with the organization even after my retirement.

In case, I can be of any assistance during my notice, then I will be more than happy to serve the company and my subordinates. I will be looking forward to some of the last golden days that I can spend with the company and my teammates. Also, if there is any specific requirement needed to be fulfilled from my end to complete the process, then kindly let me know.

I have included my contact details and email details, so you can contact me once I retire from the organization. It was a great experience working with you all and I wish the company great luck in its future endeavors.

Sincerely,

(Signature of the employee)

Name of the Employee