

I'm not a bot



Retirement letter examples

Not so long ago, people often spent their entire careers at just one or two companies. Retirement at age 65 was an expected event. Management and human resources anticipated the transition as the employee aged and a retirement conversation and letter was mainly pro forma. Now, however, and especially with the early retirement movement known as FIRE (Financial Independence, Retire Early), people are opting to retire from traditional 9-to-5 jobs earlier than ever before. Still, the resignation letter itself hasn't changed much over the years. But first: I'm retiring. Do I have to give two-weeks notice? You are not legally obligated to give two-weeks notice or otherwise, but your company may have a policy in place that asks for it (and some states have a few caveats). Check your contract, company handbook, or with the HR department to see what's required regarding retirement notice, as it may differ from policies pertaining to resignation. Even if your employer doesn't have a policy, giving notice is a standard business practice expected in higher-level positions. Many people think this is so that the company has time to find a replacement, which may be the case for more junior or entry-level positions. However, for employees in middle management and higher and for those with specialized and in-demand skill sets, it can take up to several months for the company to replace you. This makes the standard two weeks' notice more an act of courtesy than being truly helpful. In order to make the transition as seamless as possible, it may be necessary to prepare for your departure several months in advance. During that time, you can ensure all projects under your direction are either completed in full or assigned to colleagues. You can also create transition documentation to serve as a guide for coworkers and for your replacement. What if I want to give a long retirement notice? We recommend you proceed with caution Even though giving plenty of notice—especially if you're retiring early—is seen by most as the best approach, it can cause problems you may not expect.

Your manager and coworkers will quite likely treat you differently because you won't be around in six weeks or months—for better or worse. That means you may be increasingly excluded from meetings and memos regarding upcoming projects and company goals. While the actions like these aren't usually taken for any reasons other than practical (you really won't be working there in six weeks or months), it doesn't make them feel any less exclusionary. There's as much you can do, except to expect the transition from total involvement to being less and less involved in future planning. You might be able to mitigate the effects at least somewhat and only in the short term by asking your manager to keep your retirement plans confidential. However, that may not be a viable course of action in that it's better for the company overall to move forward with full knowledge of your impending retirement. Age discrimination is also real, and some companies do fire or lay off employees just before retirement eligibility (sometimes out of retaliation). When giving notice, it's best to have already crossed that eligibility threshold. The retirement letter: what to do before you write your letter Before writing the letter, speak to your direct report and manager in person if possible. Confirm your last day of employment and how your responsibilities and projects will either be completed or delegated. Talk about how involved you'll be (if at all) in the onboarding and training process of the new hire. This is also the time to discuss any possibilities of doing work with the company—like part-time, consulting, or contract work—in future. Follow up with a confirmation email to that manager and copy human resources. Only when you've done this are you really at liberty to let your team members and other colleagues know. Check with HR before you compose your letter: They may have a form called something like a "Notification of Intent to Retire," which is all they require. If not, your own letter can be quite short. The standard usually contains the following: Confirmation that you are indeed retiring The date that your retirement becomes effective A thank you to the company and colleagues An offer of assistance during the notice period 6 retirement letter examples Example: A basic retirement letter Dear (Manager), Please accept this letter as my notification of intent to retire effective (date), which will be my last day. I have enjoyed my time with (company name) and am grateful for all the professional opportunities and support provided to me throughout. While I will miss my colleagues and coworkers, I am very much looking forward to the next chapter in my life. I'm happy to help with the transition and will do whatever I can to make that as seamless as possible. Please

(you not hesitate to let me know how I can be of service. Sincerely, (Your Name) Example 2: A short and sweet retirement letter Dear (name), With mixed emotions, I am announcing my retirement from (company name) on (date). This decision was not made lightly, but I am confident that it's time for me to explore new horizons. I am immensely grateful for the opportunities you created for me at (Company), I have many great memories of my time here as a (Role) and will miss working with you and the rest of my wonderful colleagues. I will be fully engaged until my retirement and will do all I can to help with the transition of my work to another employee, or with the hiring and training of a new hire. I look forward to making the transition as smooth as possible. Once again, I have greatly enjoyed my time at (Company) and I am certain I will look back fondly on our workplace and all of my colleagues. I wish you and our team all the best in the future. Please don't hesitate to contact me if I can provide any additional information. I intend to meet with HR this week to complete any formal processes that are required. Sincerely, [Signature] [Name] For More Than One Manager If you're addressing multiple managers in your retirement announcement, try this template. Dear [Management Team, Multiple Managers], For the past [X] years it has been my pleasure to be a part of the (Company) team and to learn from each of you. It has been a gratifying, challenging, and enriching experience, and I am truly proud of what we have been able to accomplish together. I am writing to inform you that I will be retiring from my position as (Role) on (Date). This has sincerely been one of the best chapters of my professional life, and it has been a privilege to call each of you a colleague. I would like to express my gratitude for all of your support, kindness, and mentorship over these [X] wonderful years. I am confident that you will continue to take (Company) to new heights and have fun in the process. I wish the absolute best for each and every one of you. Sincerely, [Name] Thanking Your Team Address your colleagues with this formal, but friendly retirement letter. Dear (Company) Colleagues, With a great sense of gratitude, I am writing to you all to inform you that I intend to retire on (Date). For the [X] years that I have been fortunate enough to call you my colleagues, you've made the experience of working at (Company) a great pleasure. This team made me feel welcome from my first day here, and I will always be grateful for this and for the strong team we have been able to form together. I have no doubts that (Company) will keep reaching new heights with such an incredible group of people working together. If I can ever be of assistance, please don't hesitate to get in touch with me. It has been a true honour to call all of you my colleagues. Best Regards, [Name] Notify Human Resources This letter would be appropriate for an HR manager who you also have some familiarity with as a colleague Dear (HR Manager), Please accept this letter as my formal notice of retirement. My employment with (Company) will end on (Date). I look forward to my retirement, but would like to take the opportunity to extend my gratitude to you and the whole team for the wonderful workplace environment I've enjoyed here. If I can be of assistance in transferring my tasks to a new team member, please let me know. I want to help make the transition as smooth as possible. Best Regards, [Name] Express Your Gratitude This is a great template to use for a manager who you really appreciated working with. Dear [Manager], Please accept this formal notice of my retirement. My last day will be (Date). I am proud of and grateful for my time at (Company). Your guidance and support have been invaluable, and the culture fostered here is something all my colleagues should be proud to be a part of. Thank you for the trust you placed in me and for creating plentiful opportunities for my professional advancement and development. I hope my friendships here will carry on into the future and, as much as I look forward to my next chapter, I know I will miss this team. Please let me know how I may be of assistance during this transition. I would be more than happy to help in the hiring and training of my replacement. Sincerely, [Name] Short and To-the-Point If you're looking for a brief formal letter for HR, try this template. Dear (HR), As my manager has been made aware, I am retiring from my position at (Company) effective (Date). I am grateful for my time here and will remember all of my colleagues and our achievements fondly. Please let me know how I may be of assistance in helping with the transition Best Regards, [Name] Informal retirement letter samples If you want to convey a more familiar tone in your retirement letter, try one of these templates. For a Manager and a Friend Use this letter for a manager who you have a more familiar working relationship with. Dear [Manager], It is with great pleasure and sincere gratitude that I submit my notice of retirement. During my time with (Company), I've had the honour of growing both professionally and personally, and I will always be grateful for the [X] years I had the privilege to work here. I extend my thanks to all the colleagues who made me feel welcome as part of the team when I first joined, were generous with their expertise, and made my tenure here so special. As I move on to the new opportunities life has to offer in retirement, I wish you and the rest of our team much continued success and all the best both professionally and personally. I am very appreciative of all of your support and guidance during our time working together at (Company). If I can ever be of assistance to you in the future, please know you can always get in touch! Sincerely, [Signature] [Name] To Reminisce With Your Team This retirement letter addresses your whole team and gives you a chance to walk down memory lane a little bit. It's well suited to someone who spent a long time at a company. To my wonderful team, After a memorable [X]-year tenure at (Company), the time has come for me to retire. While I am eager to embark on the next chapter, I know I will miss you all. Your hard work and dedication always made my job easier, and having such a fantastic team to work with each day has been a true privilege. (Company) has changed a great deal since I first started. Back then, we were a tiny team trying to make a name for ourselves in (Industry). Over the years, I'm proud to have been a part of the process of growing (Company) into the recognized brand it is today. As you all know, it wasn't always easy, but having such a competent and dedicated team made it possible. In my retirement, I plan to stay active with (Hobbies), travel, and volunteer with (Organization). It will be a strange change of pace, but one I look forward to! My last day as (Role) will be (Date). Until then, I will work hard to make this transition smooth for all of you and for my replacement. I would love to stay in touch with you all and can be reached at (Personal Email). [Management] is planning a small farewell party on (Date) at (Location), and I hope to see you all there! Sincerely, (Name) Short and Sweet This is a short, but friendly template you can adapt. Hello (Team), After over two decades of working at this great company, the time has come for me to retire. My [X] years here have been made wonderful and memorable thanks to this team. I appreciate all of the opportunities I've had at (Company), and working with you all has been a sincere pleasure. I'm most excited to be able to spend more time with my (Spouse/Family/Friends), take some courses I've always wanted to take, and travel. I will do my best to be as helpful as possible in this transition. It has been my great honour to work with all of you! Sincerely, [Name] A Warm Goodbye This is a warm, informal retirement letter that you can send your colleagues or adapt and send to a manager. Dear friends at (Company), It is with great gratitude that I submit my notice of retirement today. Over the [X] years I spent with (Company) we have had many incredible and happy experiences and done work we can all be proud of. None of this would have been possible without such dedicated and talented people by my side. You've all taught me something along the way. My last day as (Role) will be (Date). Until then, I would like to help make the transition as easy as possible. Please get in touch if there is any way I can help in preparing for the transfer of my tasks. Thank you all for being such wonderful colleagues. I know I will miss (Company)! Warmly, (Name) Things our lawyers want you to know This article offers general information only, is current as of the date of publication, and is not intended as legal, financial or other professional advice. A professional advisor should be consulted regarding your specific situation. While the information presented is believed to be factual and current, its accuracy is not guaranteed and it should not be regarded as a complete analysis of the subjects discussed. All expressions of opinion reflect the judgment of the author(s) as of the date of publication and are subject to change. No endorsement of any third parties or their advice, opinions, information, products or services is expressly given or implied by RBC Ventures Inc. or its affiliates. Formal retirement letter samples Professional and Friendly For More Than One Manager Informal retirement letter samples For a Manager and a Friend To Reminisce With Your Team Discoveranothergreat story Last updated 28th February 2025 by the SunLife Content Team6 min read Writing a retirement letter is a big step for anyone. You've looked at your options, made plans, and saved money away. Now you've decided that the time is right to start enjoying your new life as a retiree. But how do you go about writing and sending a retirement letter? That's what formalities do you need to think about? This guide explains how to write a retirement letter and the process of handing it in. Below, you'll also find a handy retirement letter template and an example to inspire you when you write your own. What is a retirement letter? Your retirement letter is a way to announce your plans to retire. You might have spoken to colleagues and even your manager about your retirement, but you still need to resign formally. In many ways, a retirement letter is just a type of resignation letter. The key difference is that you won't just be stating your plan to resign—you'll also be requesting to start receiving your retirement benefits package. This is a formal statement of your plans to retire, so your retirement notice should be written out as an actual letter (not just an email!) How do you submit a retirement letter? Before handing in your letter, you may want to let your employer know of your plans. This might mean having an informal chat with them. Or, if there are any details to talk about like your notice period or specific benefits, you could plan a meeting. Once you've had the go-ahead from your employer or HR team, you can hand in your retirement notice. Your employer should then keep the retirement letter on file with your contract and other employee records. You might want to follow up with an email to let your employer know that you've sent your notice. This means your manager will know your retirement letter is on its way. And they will have a chance to confirm that they've received it. Tips for writing a retirement letter When writing a retirement letter, most people want to make sure that they end their career on a positive note. This is a chance to tie up loose ends, say thank you, and leave your employer with a good impression of you. Include the important details Your retirement letter doesn't have to be long – a few short paragraphs is enough. That said, you'll want to include the following details: Your current job title The name of the company Your manager's name and position in the company Your notice period The last day you plan to work Address your retirement letter to the right people Be sure to address your retirement letter to the right people. You should address your retirement notice to your immediate manager or supervisor. It's also a good idea to send a copy with HR. Show your appreciation A good way to show your appreciation is to include a handwritten note. It's a nice touch that shows you care and that you're grateful for the opportunities you've been given over the years. Offer to help with the transition No matter their job role, an employee resigning will always create some disruption in a business. But, you can reduce this by offering to help with the transition. The help you can provide will depend on what your job was. You could offer to do things like create clear handover documents, teach your next-in-line, and give bits of ad-hoc support if they run into any issues down the line. Ask for clarity on your retirement benefits If you're not sure about what you get with your retirement benefits package, now is the time to ask! This could relate to a company pension scheme, ongoing access to resources, or another type of benefit. Being clear about what you're eligible for will give you peace of mind. Leave contact details so you can stay in touch One of the keys to a happy retirement is keeping up an active social life. You may want to keep in touch with some of the people you used to work with. Giving them contact details like your personal phone number and email address is a great start. Let them know if you can provide ongoing support Depending on your job, you may have a chance to provide ongoing support to your former company as a freelancer or consultant once you've retired. This means you could earn a little extra money for your retirement. If you're interested, say so in your retirement letter to make sure you're considered for this type of work. If you're ready to retire, giving formal notice to your employer in writing is important to ease the transition. Our templates and samples give you the resources you need to master your departure professionally and on a high note. A retirement resignation letter is an official document to provide formal notification about leaving a job to retire and begin collecting any retirement benefits. Generally, this happens in conjunction with a meeting with a supervisor or manager in which the employee verbally resigns and discusses a transition plan. Employees may also have a general conversation about making plans to retire with their direct supervisor before they turn in the letter with a retirement date. This allows them to plan for the best time for retirement within the fiscal and planning cycles. The primary difference between a letter of resignation and a letter of retirement is that an employee is alerting the company of their plans to stop working and collect retirement benefits, which may be through an employer-sponsored pension. Depending on the company policy and position, the organization may request a longer notice to provide overlap and training for a new employee, and providing ample notice is considered a professional courtesy. Sometimes the retiree has had a long tenure in the organization, and the company wants to recognize the retiree's accomplishments and contributions. If the company chooses to plan a retirement party or gathering, this notice starts that process. Third, people who have been with companies for a long time have developed close relationships with coworkers who may be like family. It makes sense to let colleagues know more about the plans for the future. Watch our video below to learn how to give a memorable toast! Data from ExpertMarket showed 86% of employees and executives cite the lack of effective collaboration and communication as the main causes of workplace failures. By submitting a formal retirement letter, you can eliminate confusion about this transition period for you and your employer. Clear communication. Whether you're a company president reporting to a Board of Directors or a layperson, it's always preferable to write a resignation and retirement. It provides formal notice of your intent to leave your company and allows them to replace you. Conveys respect. A Georgetown University study of 20,000 employees found that respect ranks as the most important leadership behavior. By submitting a letter in writing, you are demonstrating your leadership and respect for the company and the people you've worked with. It shows care and sincerity that you don't want to leave them in a difficult position. Emotional relief. Planning for retirement is something that many people think about for years, as it's a huge life transition. Notifying your company may offer relief as you finally share the information publicly and no longer have to hold in the news. Allows for planning. Providing a retirement letter lets you and the company begin to make plans for the future. It gives them the right people. You should address your retirement notice to your immediate manager or supervisor. It's also a good idea to send a copy with HR. Show your appreciation A good way to show your appreciation is to include a handwritten note. It's a nice touch that shows you care and that you're grateful for the opportunities you've been given over the years. Offer to help with the transition No matter their job role, an employee resigning will always create some disruption in a business. But, you can reduce this by offering to help with the transition. The help you can provide will depend on what your job was. You could offer to do things like create clear handover documents, teach your next-in-line, and give bits of ad-hoc support if they run into any issues down the line. Ask for clarity on your retirement benefits If you're not sure about what you get with your retirement benefits package, now is the time to ask! This could relate to a company pension scheme, ongoing access to resources, or another type of benefit. Being clear about what you're eligible for will give you peace of mind. Leave contact details so you can stay in touch One of the keys to a happy retirement is keeping up an active social life. You may want to keep in touch with some of the people you used to work with. Giving them contact details like your personal phone number and email address is a great start. Let them know if you can provide ongoing support Depending on your job, you may have a chance to provide ongoing support to your former company as a freelancer or consultant once you've retired. This means you could earn a little extra money for your retirement. If you're interested, say so in your retirement letter to make sure you're considered for this type of work. 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