## 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 at age 65 was an expected event. 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 not 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 guite 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 example: A basic retirement letter bear (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 do not hesitate to let me know how I can be of service. Sincerely, (Your Name) Example 2: A short and sweet 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 this company has provided me, and I'm leaving with a heart full of cherished memories and valuable lessons. Sincerely, (Your name) Hi (name), I'm thrilled to inform you that I've decided to trade in my desk chair for a hammock. Yes, the rumors are true—I'm retiring on (date). It's been an incredible journey here at (company name), filled with laughter, challenges, and some seriously strong coffee. As I bid farewell to spreadsheets and meetings, I'm looking forward to endless days of relaxation and adventure. Cheers, (Your name) Example 4: A retirement letter for when you're helping with onboarding Dear (name), As I prepare for retirement from (company name) on (date), I want to express my gratitude for the enriching experiences here. In transitioning out, I am committed to ensuring a smooth handover for my successor. I'm fully prepared to offer guidance, share insights, and provide assistance during the onboarding process. Thank you for the opportunities and support. I'm excited about this new phase of life while remaining dedicated to supporting a positive start for my replacement. Warm regards, (Your name) Example 5: A retirement letter when you'll continue working part-time Dear (name), I am writing to let you know that the time has come for me to embark on the next chapter of my life's journey. My tenure at (company name) has been nothing short of amazing, and I am immensely grateful for the opportunities, friendships, and growth I've experienced here. As we discussed, I would be delighted to provide consulting or part-time work to ABC Company after my departure. Best, (Your name) Example 6: A retirement letter with your contact information Make sure HR has your updated personal contact information, especially if you intend to relocate after your retirement. Hi (name), I am writing to inform you of my decision to retire from (company name) on (date). The privilege of working alongside such talented and dedicated individuals has been the highlight of my career. I am profoundly grateful for the opportunities and trust bestowed upon me. I leave with cherished memories and profound appreciation for the collective efforts that have shaped my journey here. I'll be moving to (location), so should you need to reach me, please reach out at (email address) or (phone number). Thank you for everything, (Your name) If you are retiring earlier than anticipated due to health issues, check with HR as to whether you should state that reason in your notice of retirement. Skip to content Retirement is an exciting and occasionally bittersweet moment in many people's careers. A retirement is an exciting and occasionally bittersweet moment in most workplaces, it's also an opportunity to express your appreciation to your employer and leave on a note that reflects how you would like your colleagues to remember your time together. Even if you let your employer know verbally that you initiated the end of your employment with them. In this post, we provide written 10 different retirement letter samples to use, so you're sure to find one that feels right for your situation. We've split them up into formal and informal letters are typically cordial and express gratitude. They also usually include an offer to help with the transition and state your last day of work. In more familiar letters, it's also customary to include a brief summary of your time with your employer, your plans for the future, and well wishes. With your letter submitted and the retirement process underway, you'll have plenty of extra time to focus on the next chapter of your life. If one of your retirement adventures includes entrepreneurship, Ownr can help you incorporate or register your new business, and provide access to legal support that allows you to focus on building a thriving enterprise. Formal retirement letter samples While there's generally some formality to all retirement letters, these templates are useful if you want to maintain a strictly professional tone. Professional and Friendly This is a formal, but warm letter to send your manager or supervisor. Dear [Manager]: With this letter, I am officially notifying you and [Company] of my intention to retire. My final day of work will be [Date]. 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 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. 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, 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 make a name for ourselves in [Industry]. 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 be a strange change of pace, but one I look forward to! My last day as [Role] will be [Date]. Until then, I will be a strange change of pace, but one I look forward to! My last day as [Role] will be [Date]. 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 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 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 retirement letter? And which 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? Your retirement letter? 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 plans to retirement honefits package. This is a formal statement of your plans to retirement notice should be written out as an actual letter (not just be stating your plan to resign - you'll also be requesting to start receiving your retirement honefits package. This is a formal statement of your plans to retirement honefits package. 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 employee retirement letter on file with your contract and other employee retirement letter on file with your contract and other employee records. You might want to follow up with an email to let your employee records. a chance to confirm that they've received it. Tips for 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 manag letter to the right people. You should send your retirement notice to your most immediate manager or supervisor. It's also a good idea to leave a copy with HR. Show your appreciation A retirement notice is your chance to show thanks for the support and opportunities they'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 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 to 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 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. document to provide formal notification about leaving a job to retire and begin collecting any retirement benefits. Generally, this happens in conjunction 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 long before they turn in the letter with a retirement date. This allows them to plan for the best time for 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 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 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 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 will enable them to start their recruitment process and any paperwork to activate your retirement benefits, process unused vacation, and final compensation document stating all the pertinent details—your full name, current job title, last day of work, and retirement date if it differs from your last day. Besides these great benefits, if you want to level up your skills, we've got you covered: Professional retirement letters include personal use a traditional business letter format with the date, address block, salutation, body, and closing. Be sure to include personal retirement letters include these elements: It's formal. Use a traditional business letter format with the date, address block, salutation, body, and closing. Be sure to include personal retirement letters include these elements: It's formal use a traditional business letter format with the date, address block, salutation, body, and closing. Be sure to include personal retirement letters include these elements: It's formal use a traditional business letter format with the date, address block, salutation, body, and closing. Be sure to include personal retirement letters include these elements: It's formal use a traditional business letter format with the date, address block, salutation, body, and closing use a traditional business letter format with the date is a traditional business letter format with the date is a traditional business letter format with the date. contact information under your signature if you'd prefer the separation paperwork to go to your home rather than your office. Address the letter to your direct supervisor. They should be the first person in your company to know your plans. It specifies your retirement date. As a manager or senior employee working for a US-based company, you probably want to offer at least three to six months' notice before your expected retirement date. You may provide less notice if you hold a more junior position, although offering more wouldn't be unheard of. It's helpful to reference your company's resignation and retirement date. You may provide less notice if you hold a more junior position, although offering more wouldn't be unheard of. It's helpful to reference your company's resignation and retirement date. your experience. Mention some positive experiences you have had at the company, the skills developed, lessons learned, or favorite memories. It expresses your willingness to help. Finding your replacement may be challenging, and offering your support to the company during this time of transition will be appreciated. It's professional. A resignation letter is part of your employee file, so you want to remain professional and courteous, and its contents could follow you if you decide to return to the meeting with your boss. Check your grammar and spelling to ensure it is correct. Give your supervisor a hard copy when you meet to deliver the news that you are retiring. This sets the tone for a respectful and courteous transition. Send the letter to the appropriate person or department, if you have one, or to the person who handles personnel matters. In most cases, once they receive this letter, your retirement paperwork will be processed so your benefits and insurance transition without delay. If you haven't heard anything after several days, feel free to follow up to confirm the appropriate person received it. Ready to level up your game? Try 10 Life-Changing Steps to Become the Best Version of Yourself Use one of our 10 retirement templates below to help you craft an outstanding and professional retirement letter for various circumstances. [Date] [Name] [Company Address] [City, State, Zip Code] Dear [Supervisor's name], This letter serves as a notice of my retirement on [date]. I have enjoyed my [# of years] with [company] and appreciate the opportunities I've had to help our [clients/customers]. Because I recognize it will take some time to train my replacement, I am willing to make myself available through [date] if you think it would be beneficial. Thank you for the opportunity to learn and grow with an incredible team and company. Sincerely, [Signature] [Typed name] [Mailing address] [Personal phone number] [Personal phone number] [Personal phone number] [Title] [Company Name] [Title] [Typed name] [Typed name] [Title] [Typed name] [Typed n [company name] on [date]. Though I'm sad to go, I look forward to [retirement plans. Be specific.] When you decided to open [company], I was thrilled to join you in this endeavor. It's been amazing to watch the company flourish. I sincerely thank you for the opportunity to be part of this growth. My fondest memories include [insert 2-3 sentences with highlights]. As we prepare for my upcoming departure, I want to do whatever I can to make the transition easier, including drafting a position description, reviewing candidate resumes, and supporting the onboarding. I'm confident whoever you select to fill my role will do an excellent job continuing the good work we started. As I head into thisself. next phase, I also request that my retirement benefits be processed as soon as possible. They will help fund our upcoming adventures and launch us into a wonderful retirement. With gratitude, [Signature] [Typed name] [Mailing address] [Personal phone number] [Personal email address] [Date] [Name] [Street Address] [City, State, Zip Code] [Immediate Supervisor Name] [Title] [Company Name] [City, State, Zip Code] Dear [Supervisor's name], With mixed feelings, I am writing to formally give my resignation from [company] as [title]. I have spent most of my career with [company], and it's been quite a journey. I've thoroughly enjoyed coming to work to solve rea problems with this incredible team. Our team and our commitment to purposeful work have made this feel more like a passion project. We've been through our challenges, but I never questioned the integrity of our leaders or the careful thought process that drove each decision. I always knew that the health and success of our customers were at the forefront. I want to thank everyone for the memories and opportunities I have enjoyed. Some of the highlights include: [list several experiences.] The fond memories of our time together will follow me into my retirement as a world traveler and full-time grandparent. Until then, I am fully committed to assisting in hiring and transitioning to a new [position]. Best regards, [Signature] [Typed name] [Mailing address] [Personal phone number] [Personal email address] [City, State, Zip Code] Dear [Supervisor's name], I am writing with mixed feelings to resign from [company] as [position] formally. I will be retiring effective [date]. This was a difficult decision, and I greatly appreciate the time I've spent at this company], beginning as a [first position] to now as the [position], I have been proud of the integrity and accomplishments of this company. My colleagues have always given their very best care to our [clients/customers], and I credit the high quality of our workforce and services for the [company] 's growth. Since taking the role of [position], I have [insert a few metrics about growth/sales/milestones], and I expect this positive trend will continue long after I retire. I understand that the hiring process for my replacement could take some time, so I want to offer my help through that process. I would like to recommend [colleague's name] as an excellent candidate for my role. As you know, [colleague's name] as an excellent candidate for my replacement could take some time, so I want to offer my help through that process. I would like to recommend [colleague's name] as an excellent candidate for my role. As you know, [colleague's name] currently serves as the program director under me and is highly knowledgeable about the systems and products we offer. [Colleague's name] has over [# of years] in this industry, and I am excited about these new opportunities.

I am excited to spend more time exploring the best [favorite type of food] restaurants and traveling with my family. Although I will miss the [company] team, I am excited about these new opportunities. Sincerely, [Signature] [Typed name] [Mailing address] [Personal phone number] [Personal email address] [City, State, Zip Code] Dear [Supervisor's name], I am writing to notify you of my upcoming retirement. My last day at [company] will be [date]. I am deeply grateful for the opportunity to spend the last [# of years] working with [company]. It was a pleasure to contribute to the tremendous work [company] does on behalf of its [clients/customers]. I greatly enjoyed working on these [describe projects] with the [department] team. Please let me know how I can help facilitate a smooth transition. I would be happy to assist with recruiting and onboarding my replacement. As [company] continues to expand, please know I am open to consulting opportunities. Again, thank you for the opportunity to work as part of the [company]. I wish you the very best. Sincerely, [Signature] [Typed name] [Mailing address] [Personal phone number] [Personal email address] [City, State, Zip Code] [City health has made a decision for me, and now is the time to say goodbye. I greatly appreciate the [# of years] I've spent at this [company] and specifically working with you. Your mentorship has helped me grow in ways I could have never imagined. Since taking the role of [position], I have [insert a few metrics about growth/sales/milestones], and I expect this positive trend will continue long after I retire. I'm sorry I won't be here to contribute to those efforts. Please know that I plan to support the transition to do consulting after this part of my treatment is done. Thank you for all the support you and the [company] family have offered my loved ones and me throughout the years. I wish you the very best. Sincerely, [Signature] [Typed name] [Mailing address] [City, State, Zip Code] [Immediate Supervisor Name] [Title] [Company Name] [Company Address] [City, State, Zip Code] Dear [Supervisor's name], I am writing to let you know of my resignation from [company] as [position] effective [date]. As you know, my family has decided to move to [location], so my [wife/husband/partner] can pursue a fantastic career opportunity. It was a tough decision for us, and I am so grateful for all the years I've been able to work for [company]. The people at [company] have deeply impacted me, and the dynamic work culture has allowed me to thrive in this role. I have loved coming to work and look forward to seeing [company] 's success well into the future. I understand the hiring process may take some time, and I want to offer my help through that process. My last day on site is [date], but I will make myself available after that to support the recruitment. While looking forward to the new career opportunity my [wife/husband/partner] has, I will miss the work I did with the team here. Again, thank you for your care and concern over the past [# of years]. I will miss you all. Sincerely, [Signature] [Personal phone number] [Personal email address] Dear team, With mixed feelings, I am writing to inform you of my resignation from [company] effective [date]. It was a tough decision because of you, my amazing coworkers, but it's time for me to pursue some personal projects and fulfill dreams of [insert activities.] As I reflected over my [# of years] at [company], these are some of the highlights that stand out: [list] I want to thank you for the care and concern you have demonstrated toward our [customers/clients] and for each other. I credit you, the team, for the high quality of our services and the [company] 's success. I plan to leave [company] in good shape and support a smooth transition. If you have any questions, please don't hesitate to call or drop by. Finally, I would like to invite you to my retirement celebration [insert details]. Thank you for making work rewarding and fun. I will miss you. Warm regards, [Signature] Dear Colleagues, It is with great joy that I write this letter to share my retirement news. Over the past [# of years], it has been an honor to work at [company]. I truly enjoyed every day and am grateful for all your hard work and dedication, making this a great work environment. I want to thank each member of my team who welcomed me when I started in [year], as well as those who were here before me and who shared their wisdom. For those that don't know, my long history with [company], I started in [first position] in [year] and worked my way to [position]. I am so grateful for the opportunities I've received. I will be thinking of all of you as I [insert retirement activities] and wish you well. There is no doubt in my mind that [company] will continue to thrive and grow with you on the team. Again, thank you for your work. It's been a pleasure serving you. Warm regards, [Signature] [Company Address] [City, State, Zip Code] Dear Management Team, For the past [# of years], it has been a privilege to work with you and the team at [company]. I've learned so much from each of you as we addressed opportunities and challenges along the way. It has brought a great deal of personal satisfaction to be able to help our [clients/customers] over this time. That said, I wanted to let you know that I'll be retiring from [company name] at the end of [month]. Working with you has been a privilege and a highlight of my career. Thanks to each of you and hope that [company] will continue to thrive. Best Regards, [Signature] [Typed name] [Mailing address] [Personal phone number] [Personal email address] Except for very unusual circumstances, a resignation letter is best done in a format-typed and on letterhead. It should not include any negative or disparaging content and is not the place to air grievances with the company or bash specific individuals. You want to leave on a high note. Consider this example. To Whom It May Concern: After many years at XYZ Company, I'm glad to submit this resignation letter. I'll be in touch with details about my retirement plans. Thanks. Let's dive into why this isn't a great example. It doesn't include the characteristics of a retirement resignation letter listed above. It's not formal. It is not addressed to the direct supervisor. It is vague about a retirement date. There is no gratitude or warmth in the letter. There's no mention of being willing to help with the transition. It's not very professional. Here's another example of what not to do: To keep you on track with your retirement resignation letter, consider customizing one of the samples above. Here are the answers to your burning retirement letter on letterhead using standard business writing practices. How long should a retirement letter be? Your resignation letter doesn't need to be longer than a few paragraphs. But if you have had a lengthy tenure with your organization and want to detail the highlights and influential people, you may include those details. Try to stick to one or two pages. Who should a retirement letter be addressed to? Your retirement letter should be addressed to your direct supervisor, whether a manager, the CEO or a Board of Directors. A copy of the letter should be mailed to the HR department, if your organization has one, or to whoever is in charge of the personnel process. Should a retirement letter include a return date for company property? Typically, once you submit your letter, the HR department or your direct supervisor details your transition. This may include the return of company property and the transfer of documents and generally follows the written company policy. There's no need for you to figure out those details in advance and include them in your letter. End well. Finish your career on a high note with professional letter of resignation. This will demonstrate professional courtesy and nicely wrap up your time at the company has impacted you-and tell them. Not only will you feel good about your exit, but your colleagues will also feel a morale boost. Plan ahead. Your