\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am writing this letter to inform your kind office that I will be retiring from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ effective on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am grateful for all the support, opportunities, and experience I have gathered from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the past \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years. The years of working here developed my skill set that allowed me to be better at my job to contribute to the success of this company. I enjoyed and learned a lot from working with my colleagues and superiors all these years. As I leave, I continue to hope for the company’s continued success.

I hope this period before I leave is enough to find a replacement for my role. If I can be of assistance before or after my departure, please let me know. I would like to help make the transition as smooth as possible.

Again, thank you for the worthwhile experience and support.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_