
_____, _____
_____, _____

_____, _____
_____, _____

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,

