

RETIREMENT LETTER

FROM

TO

Dear _____

I would like to formally submit this letter as a notice of my retirement from _____ . My last day of work will be on _____ .

I am truly grateful for the opportunity to spend the last _____ working with _____ . I learned a lot from my colleagues, grew in many ways during my time as _____ .

Please let me know how I can help make the transition following my retirement as smooth as possible. I would be happy to assist in hiring or training my replacement.

Thank you for the opportunity to work with _____ .

Thank you again for everything.

Sincerely,



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