

## RETIREMENT ANNOUNCEMENT LETTER

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## Introduction

This kind of letter is written by a person who is willing to retire from a job that he/she is doing in a company, due to some reasons, earlier. The letter is addressed to the head or chief of the company in order to request for the retirement before the date, the person is supposed to retire. The person must mention a due vote of thanks to the company for providing the best job years.

## Retirement announcement letter Tips

Some of the important tips to write a perfect retirement letter:

- The letter must mandatorily be written in a complete formal language as it is being addressed to a respectable person.
- Exact reason for writing this letter must be clearly mentioned in the letter.
- Since the letter is an official letter, it must be checked twice after writing for any kind of mistakes or errors.
- The personal details of the person requesting for the retirement must be provided with letter.
- The letter must be ended with a proper thanks giving and showing due respect to the person, to whom the letter is being addressed to.

## Sample Retirement announcement letter

From,

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

Date: \_\_\_\_\_ (date of writing the letter)

To,

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

Subject: congratulations on retirement

Respected sir,

This letter is to inform you that I'd like to take my retirement very recently. However, I have still 2 years of my job remaining. But unfortunately I have some personal reasons for which I'm taking this decision. I had always been great working in your company and since the day I joined, I gained a beautiful working experience, working with the skilled officials and the extraordinary workers in the company.

I would kindly request you to provide me with all my dues and a proper information about my providend funds. I want the retirement as soon as possible. It would really be a great help for me.

Thanking you,

Yours faithfully,

Name and signature

## Retirement announcement letter Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ (date of writing the letter)

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: congratulations on retirement

Respected sir,

I've been working for \_\_\_\_\_ (number of years) years in your company and it had been a great experience. I still have a \_\_\_\_\_ (number of years) years of job left. I really wanted to complete this but unfortunately I'm not able to do so because of

\_\_\_\_\_

\_\_\_\_\_ (reason for the resignation).

The working experiences I gained in your company, those I'll never forget. I'll always miss coming to this place and even more I'll miss my colleagues and the people I worked with I the different phases of this job. Its my kindest request to you that please provide me a information with the payback as well as the pension I'm going to receive after retirement.

Thanking you,

Yours faithfully,

Name and signature

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