

## RETIREMENT LETTER SAMPLE

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## Introduction

The retirement letters are written by a person in order to notify his/her retirement to the authority or the other employees. Before leaving a job it is mandatory to write a retirement letter because it represents courtesy from one to the other employee. This letter also notifies the company about a vacancy and they can hire someone else in that place. The letter must be written in a formal tone because it is a formal document. All the information of the person who is taking the retirement must be mentioned properly in the letter.

## Retirement Letter Sample Tips

The tips that must be considered while writing a retirement letter

- Firstly the letter must be addressed very well to the receiver and must be written in a formal and serious tone.
- The letter must contain information such as name, address, contact number, employee ID and all other necessary information of the person who is retiring.
- The date of retirement must also be clearly mentioned in the letter so that the company can recruit someone else after that date.
- The letter must contain a proper closure and in the last lines there must be a summarization of the entire letter.

## Sample Retirement Letter Sample

From,

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

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

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

Subject: Retirement letter

Dear Mr. / Mrs.

This letter will state that I am retiring from the position of general manager of this company and my retirement would be effective from 1st October, 2013.

I am very much pleased and honored to work in this company and the company has given me lots of scope for increment. I had a great time working in this company and all my colleagues. I am also very much thankful to all those who have given great support in all my past years.

I will surely miss the company and my colleagues and please inform me if you want any assistance from my side.

Thanking You

Yours Truly

Name and Signature

## Retirement Letter Sample Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: Retirement Letter

Dear Mr. / Mrs.

I would like to notify through this letter that I am formally retiring from the company and my retirement would be effective from \_\_\_\_\_ (date of retirement).

I would like to thank the company for all the great opportunities and chances given to me. I would also like to thank my colleagues from the core of my heart. I learnt some great skills and some unique thing from them.

I was working in this company for the past \_\_\_\_ (job life of the retiree) and I would miss each and every moment spend in the company. I would be grateful if I can be of any assiatance in later future.

Thanking You

Yours Truly

Name and Signature

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