

SAMPLE RETIREMENT LETTER

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Introduction

In these days of internet where we generally use e-mail as mode of communication, letters are generally used for official purposes. They are of many types depending on the purpose of the letter. These letters are reference letter, recruitment letter, termination letter, recommendation letter, appointment letter, promotion letter and also retirement letter. Our main concern here is retirement letter. They are of many types depending on the writer of the letter. The first type is one in which the writer is writing to some other employee informing him his retirement and the second type is the one when the writer is asking for the retirement. In both the cases all the information regarding the retirement has to be mentioned.

Sample Retirement Letter Tips

The purpose of the letter should be kept in mind and the letter should be written accordingly. Some things to take care of are mentioned below:

- The letter is checked repeatedly for any kind of spelling or grammatical mistake. The letter is written by an office employee that should be remembered.
- All the details are to be mentioned in the letter.
- The letter should show respect for the receiver.

Sample Sample Retirement Letter

From,

_____ (Name of the sender)

_____ (designation of the sender)

_____ (Address of the sender)

Date: _____ (Date the letter is written by the sender)

To,

_____ (Name of the receiver)

_____ (Designation of the receiver)

_____ (Address of the receiver)

Subject: Retirement letter for the receiving employee

Respected Sir,

On behalf of our company I would like to inform you that your request of retirement has been granted. It was our immense pleasure working with you. You had been working in our organization for years almost three decades, and it is true that you need a break. Your retirement letter is dated on XYZ. This is a hard time for us, because we are going to lose an exceptional man like you.

Your payments had already been dispatched into your account. I hope that your future be peaceful and without any tension. Thanking you

Yours Faithfully,

Name and signature

Sample Retirement Letter Template

From,

Date: _____ (The letter is written on this very date)

To,

Subject: Retirement letter for the receiving addressee

Respected Sir,

It is my honor to inform you that you had been accepted as an ex employee of our organization. Your letter requesting retirement has been accepted. On behalf of our whole company it is my pleasure to work with you.

Your experience and talent will be missed. You have been an inspiration for lot of our new employees. Your knowledge is saluted from us.

I hope that your future be a fruitful one and a peaceful one. Thanking you.

Yours Sincerely,

Name and signature

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