

Sample retirement letter

Name, Position, Organisation Name and Address (each on a separate line)

Date

Dear (line manager name - e.g., Mr Smith, or first name if appropriate)

Please accept this as formal notice of my retirement due on (date of retirement). I'll therefore be leaving my position of (your job title and site/department/division as applicable) as of that date.

(This part is optional:) I'll be sorry to leave, and I thank you for your support during my time with the company, which I have found enjoyable and fulfilling.

Please let me know the arrangements for handing back equipment, company car, etc., and handing over outstanding work and responsibilities.

Yours sincerely etc.