

Sample retirement resignation letter and template

Use this simple format when you wish to notify or remind your employer that you will be leaving due to retirement. In most cases the employer should be ahead of you on this and will set matters in motion for you. Again, write using your home address or headed notepaper. Write to your line manager, with a copy to your Human Resources or Personnel department or equivalent. If in doubt about policy and process refer to your contract of employment and contact your local government employment office. You should give notice according to your contract of employment.

Employees must give at least three months' notice in writing to their employers of their wish to work beyond their expected retirement date.