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Your name

Your address

Your phone and email

Date

Dear Ms. Supervisor,

Please accept this letter as my notice of intent to retire. I will retire effective June 16, 2019; this makes June 15 my final day in office. Per your advice, I have already spoken with Brad in Human Resources regarding my pension and retirement benefits. I'm ready to take the time to train my eventual replacement and will ensure my successor is in a position to succeed.

I appreciate the myriad opportunities Company provided me through the years. Though I look forward to retirement with great anticipation, I will miss the monthly staff meetings that always felt more like parties than meetings.

I will take fond memories of Company into my retirement – thank you for the years of professional growth and camaraderie.

Sincerely,

_____

Your Signature