[Today’s Date]

[Boss’ Name]

[Company’s Name]

[Company’s Street]

[Company’s City, State, Zip]

RE: Notification of Retirement

Dear Mr./Mrs. [Boss’ Name],

Please accept this letter as my formal notification of retirement from [Company’s Name] effective [Date of the Last Day You Will Work]. I am providing two months notice to ensure a smooth transition, complete any outstanding projects, and provide you with ample time to find my replacement before I retire.

I would like to thank you for all of the great experiences and opportunities I had over the past [Number] years working for [Company’s Name]. [Add successes if any]. I am looking forward to my retirement, but will miss the great relationships I have built at [Company’s Name]. I will make an effort to stay in touch in the future.

I wish everyone at [Company’s Name] all the best and please let me know if there is anything I can do to help facilitate the transition.

Best Regards,

[Your Signature]

[Your Printed Name]