

Retirement Letter

To

_____ (full name of the person)

_____ (designation of the person)

_____ (name of the department/section)

_____ (name of the company/institute/organization)

_____ (full address with locality, street, city name and pin code)

Date: _____ (date of applying for the resignation)

Dear Sir/Madam

With all my humility I want to state that I would like to retire from my current position of

_____ [mention your current position]

at your esteemed company/organization/institute. The reasons for taking such a decision are enumerated as following:

1. _____
2. _____
3. _____

I hope I have given my best possible effort to the company. I am extremely grateful to my colleagues, seniors and subordinates for the love and cooperation they have ushered on me continuously.

Yours sincerely

_____ (signature of the concerned person)