[Your Name]

[Your Address]

[Your City, State, and Zip]

[Letter Date]

[Your Boss’ Name]

[Your Organization’s Name]

[Your Employer’s Address]

[Your Employer’s City, State, and Zip]

Re: Letter of Resignation

Dear [Your Boss’ Name],

Please accept this letter as formal notification that I am resigning from my position with [Organization Name] and retiring. My Employment Separation Date, which is my last day on payroll, will be [date]. My Retirement Date, which is my first day of retirement, will be [date, at least the next day].

I’m grateful for my time working for [Organization Name]. While I look forward to enjoying my retirement, I will miss being part of the team and the organization.

Leading up to my departure, I’ll do everything possible to wrap up my duties and train other team members. Please let me know if there’s anything else I can do to aid the transition.

Sincerely,

[Your Name]