

Retirement Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I am writing to formally confirm my retirement from [Company Name] effective [Last Working Day, e.g., MM/DD/YYYY]. After much consideration, I have decided that it is time for me to step into retirement.

I am grateful for the opportunities I have had during my time at [Company Name], and I appreciate the support of my colleagues and management throughout my career.

Please let me know if there are any formalities or procedures I need to complete before my departure. I look forward to staying in touch and hearing about the company's continued success.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]