

Exit Clearance Submission for Voluntary Retirement

Date: [Insert Date]

To,
[Manager's Name]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally submit my exit clearance as part of my voluntary retirement from [Company Name], effective [Last Working Day, e.g., Date]. As discussed, I have completed all necessary work and will ensure a smooth transition of my responsibilities.

Attached to this letter are the required documents for the exit clearance process. I kindly request that you review them and facilitate the necessary procedures for my retirement.

Thank you for the support and guidance provided during my tenure at [Company Name]. I am grateful for the experiences and opportunities I have had while working here.

If you require any further information, please feel free to reach out to me.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Employee ID]
[Your Contact Information]