

# Franchisee Retirement Transition Letter

Date: [Insert Date]

Dear [Franchise Owner's Name],

I hope this letter finds you well. I am writing to formally announce my decision to retire from [Franchise Name] as of [Retirement Date]. This decision was not made lightly, as my time as a franchisee has been incredibly fulfilling and rewarding.

Throughout the years, I have cherished the relationships I have built with my team, customers, and fellow franchisees. As I transition into retirement, I am committed to ensuring a smooth handover of operations and will be available to assist in training and supporting my successor during this period.

I appreciate the support and opportunities provided by [Franchise Name], and I look forward to staying connected in the future. Thank you for your understanding and cooperation during this transition.

Warmest regards,

[Your Name]

[Your Title]

[Franchise Location]

[Your Contact Information]