

## **Announcement Letter about Your Own Retirement**

**[Your Name]**

[Address]

[Letter Date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear (Recipient's Name),

It may appear that it continues to be a long time coming, but my retirement is eventually here. It's time to convey my sincerest gratitude for the good friendships I have had here at \_\_\_\_\_ over the previous years. As some of you know, I am heading off at the end of \_\_\_\_\_. The years here have granted me many great remembrances to treasure, and it is the persons that have made the years here so pleasurable. I cannot show just how much I will miss every person, and can guarantee you that I will stay in touch with all of you. Retiring will not be completely easy. I have truly enjoyed doing work with our wonderful staff members.

Sincerely,

**[Your Name]**

[Senders Title] -Optional-