

Resignation letter for retirement

Three sample letters. Keep the one that fits, replace the text in [brackets], and match the notice period in your appointment letter.

SAMPLE 1

Subject: Intimation of retirement – [Your name], [Designation]

Dear [Manager's name],

I am writing to formally inform you of my decision to retire from my position as [Designation] at [Company name]. My last working day will be [Last working day], which allows for the notice period mentioned in my appointment letter.

The years I have spent here have been deeply rewarding. I have had the chance to work with capable colleagues, learn from able leaders and contribute to work I am proud of. I am grateful for the trust and respect I have received throughout my service.

In the coming weeks, I will make sure that my responsibilities are handed over carefully. I will document the processes and contacts I manage and spend time with my successor so that the transition is smooth.

I request HR to guide me on the retirement formalities, including gratuity, provident fund, full and final settlement and the issue of my service certificate.

Thank you for everything.

With warm regards,

[Your name]

[Designation]

SAMPLE 2

Subject: My retirement

Dear [Manager's name],

After many rewarding years at [Company name], I have decided to retire. My last working day will be [Last working day], in line with my notice period.

I want to thank you and the team for your support, friendship and cooperation over the years. Working here has been an important part of my life, and I will always value the memories.

Before I leave, I will make sure my work is handed over properly and that my successor has everything needed to carry on. Please let me know if you would like me to take up anything in particular during this time.

I look forward to staying in touch.

With best wishes,

[Your name]

[Designation]

SAMPLE 3

Subject: Retirement formalities – [Your name], Employee ID [Employee ID]

Dear [HR manager's name],

I have informed my reporting manager, [Manager's name], of my retirement, and my last working day will be [Last working day]. I am writing to request your help in completing the retirement formalities on time.

Could you please share the following?

1. The forms required for gratuity and the expected timeline for payment.
2. The process for provident fund withdrawal and, where applicable, pension.
3. Details of leave encashment and my full and final settlement.
4. Whether my group health insurance can be continued or converted after retirement.

I would also be grateful if my service certificate and relieving letter could be issued on my last working day. Please let me know if any documents or signatures are needed from my side.

Thank you for your support over the years.

Regards,

[Your name]

[Designation]

Employee ID: [Employee ID]