

January 23, 2011

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: ANNOUNCEMENT OF A RETIREMENT

Dear [CONTACT NAME],

[NAME] is retiring from his/her position as [TITLE] effective [DATE].

[NAME] started with [COMPANY] in [YEAR] as a [FUNCTION], eventually working his/her way up to [TITLE]. When I first started here in [YEAR], [NAME] helped me better understand the challenges associated with my work. I remember him/her giving me some precious advice on [SPECIFY]. I'm sure we've all learned similar lessons from [NAME] about how to be better [FUNCTION].

In retirement, [NAME] plans to move to [CITY] to be closer to his/her children and grandchildren. He/she told me yesterday he/she also plans to pursue the novel he/she has wanted to write. He/she is happy about having more time to improve his/her golfing. We wish him/her well.

We are having a retirement party at lunch this coming Friday to honor [NAME] as he/she retires from our staff. A buffet lunch will be served and we'll all toast to a wonderful and productive retirement for a top [TITLE] whom we will all miss.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com