

Retirement Letter for a Government Employee

Bauer

1234 Maple Street

Anytown, State, ZIP Code

Email Address

Phone Number

Date

Mr. John Smith

Director of Human Resources

Government Department Name

4567 Oak Avenue

Anytown, State, ZIP Code

Dear Mr. Smith,

Subject: Retirement Notification - Christopher Bauer

With a heart full of mixed emotions, I hereby announce my decision to retire from my position as [Your Position], effective [Your Last Working Day, typically at least two weeks from the date of the letter]. After [Number of Years] years of service to the public and our government, the time has come for me to close this chapter of my professional life and embark on new adventures that await me in retirement.

Reflecting on my tenure, I am overwhelmed with gratitude for the opportunities I have been given to serve our community and contribute to meaningful projects that have made a real difference. The camaraderie, support, and shared dedication to public service within [Department Name] have been a source of constant inspiration and motivation throughout my career.

I wish to express my sincere thanks to you, my colleagues, and the entire department for the support and encouragement I have received over the years. The experiences we shared have enriched my professional journey in countless ways, and I will carry those memories and lessons learned with me into the next phase of my life.

In preparation for my departure, I am committed to ensuring a smooth transition. Over the next [Your Notice Period], I will work diligently to complete outstanding projects and assist in transferring my responsibilities to my successor. I am also available to provide training or support to my replacement during this period to ensure continuity and minimal disruption to our team's operations.

As I look forward to enjoying the personal pursuits and family time that retirement promises, I am also leaving with a sense of accomplishment and pride in what we have achieved together. Please accept my deepest appreciation for the privilege of being part of such a dedicated team and for the personal and professional growth I have experienced during my tenure.

Should you need to discuss any matters related to my retirement or transition plan further, please do not hesitate to contact me. I look forward to making my remaining time here as productive and smooth as possible.

Thank you once again for the opportunity to serve and for the many positive experiences I have enjoyed during my career with [Department Name]. I wish you and the team continued success in all your future endeavors.

Warmest regards,

Christopher Bauer

[Your Position]

[Department Name]

[Signature, if sending a hard copy]

