

SIMPLE RETIREMENT LETTER

To: _____

From: _____

I hereby formally notify you of my decision to retire from my position. This letter serves as my official retirement notice, submitted in accordance with company policy and applicable laws.

Employee Information:

Full Name: _____

Employee ID / Social Security No.: _____

Position / Title: _____

Department: _____

Retirement Details:

Effective Retirement Date: _____

Last Working Day: _____

I affirm that I have considered this decision carefully and understand its implications regarding my employment, benefits, and any applicable retirement plans or agreements.

I understand that this letter constitutes a binding notice of my intent to retire, and that I have complied with any notice period requirements established by my employer.

I acknowledge my responsibility to return all company property, complete pending assignments, and participate in any required exit procedures prior to my final day of employment.

By submitting this letter, I release my employer from any future obligations related to my employment beyond the effective retirement date, except as expressly provided under applicable law or contractual agreements.

I request that the company provide any necessary documentation to facilitate my retirement benefits and ensure a smooth transition.

Should further information or action be required on my part to complete the retirement process, I am willing to cooperate fully.

Thank you for the opportunity to contribute to the organization. I wish the company continued success in the future.

EMPLOYEE SIGNATURE

EMPLOYER REPRESENTATIVE SIGNATURE

Date: _____

Date: _____

Signature: _____

Signature: _____

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