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Your name

Your address

Your phone and email

Date

Dear Colleagues,

My retirement date has been officially set for June 16, 2019. I want to take this opportunity to not only alert you to my impending retirement, but also to let you all know how much I have appreciated working with all of you.

I stand at the ready to assist any of you before I begin retirement; I want this to be as smooth a transition as possible. Please don't hesitate to reach out to me with questions or concerns.

It has been my pleasure working with such a dynamic group of professionals. You made my workdays pleasant and I'm grateful for your dedication and many talents. Let's move toward this transition together to make it as smooth as possible.

Sincerely,

_____

Your Signature