

Letter to Announce an Employee Retirement

This package contains:

1. Instructions & Checklist for a Letter to Announce an Employee Retirement
2. Letter to Announce an Employee Retirement

Instructions & Checklist for Letter to Announce an Employee Retirement

- This package contains (1) Instructions & Checklist for Letter to Announce an Employee Retirement; and (2) Letter to Announce an Employee Retirement;
- This form is designed to assist you in drafting a letter for when you need to announce an employee's retirement.
- Be sure to include any "enclosures" mentioned in the letter. If there are no "enclosures" you may delete "Enclosure" from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
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[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I would like to take this opportunity to share with you the news that [Name of Employee] is retiring from [Company Name].

As you are probably well aware, [Name of Employee] has always been a dedicated and valuable member of our team. While we are sad to see [Name of Employee] go, we wish [him/her] the best for the future. There will be a farewell reception on [Date] from [Time] at [Location]. *[Delete if not applicable.]*

Please join with me in thanking [Name of Employee] for [his/her] years of service.

Sincerely,

[Your Name]