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Your name

Your address

Your phone and email

Date

Dear Ms. Supervisor,

Upon the request of Human Resources, I have set my retirement date of June 16, 2019. My final day at work will be June 15.

I extend my gratitude to Company and you for the 20 years of employment. My time at Company will be looked back upon fondly. Please let me know how I might assist to make this a smooth transition.

Sincerely,

_____

Your Signature