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Your name

Your address

Your phone and email

Date

Dear Ms. Supervisor,

No matter how much I want to scribble, “So long, suckers!” on a napkin and pass it to you across the table at Local Tavern, I’m told by HR I have to give you a formal letter declaring my retirement. As such, please accept this as my official “So long, suckers!” notice. June 15, 2019 will be my final day in office and my retirement begins June 16, 2019.

You already know I’ll help Bryce take over my spot before I leave. I’ll be sure to train him on how to sneak snacks into meetings and teach him how to hide the snacks in his office to where you won’t find them. On a related note, you owe me approximately 533 boxes of crackers and 1,974 candy bars, due upon my retirement.

In all seriousness, I want you to know that I truly appreciate the opportunities I enjoyed at Company, but most of all, I appreciated working with such an outstanding group of forward-thinking people. I will miss seeing you all during the day. I will try not to cry into my kayak as I gently glide along the lake waters while you’re sitting in meetings.

Sincerely,

_____

Your Signature