

Letter expressing intention to retire but pending confirmation

Subject: Intent to Retire

Dear [Manager Name],

I am writing to inform you of my tentative plan to retire from [Company Name] around [Provisional Retirement Date]. I will confirm the exact date shortly.

Please consider this a preliminary notice so we can begin planning for a smooth transition. I appreciate your guidance during this period.

Sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/retirement-notification-letter>