

Official retirement notification to human resources

Subject: Retirement Notification for HR Records

Dear [HR Manager Name],

Please consider this letter as formal notification of my retirement from [Company Name], effective [Retirement Date]. Kindly process my retirement benefits and update all relevant employment records accordingly.

I appreciate the support provided throughout my career and will assist in completing any necessary formalities prior to my departure.

Sincerely,

[Your Name]

[Employee ID]

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