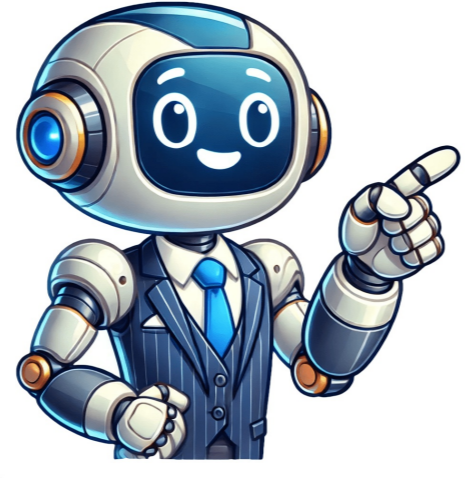


Continue

































Last updated 28th February 2025 by the SunLife Content Team6 min read Writing a retirement letter is a big step for anyone. You've looked at your options, made plans, and saved money away. Now you've decided that the time is right to start enjoying your new life as a retiree. But how do you go about writing and sending a retirement letter? And which formalities do you need to think about? This guide explains how to write a retirement letter and the process of handing it in. Below, you'll also find a handy retirement letter template and an example to inspire you when you write your own. What is a retirement letter? Your retirement letter is a way to announce your plans to retire. You might have spoken to colleagues and even your manager about your retirement, but you still need to resign formally. In many ways, a retirement letter is just a type of resignation letter. The key difference is that you won't just be stating your plans to resign - you'll also be requesting to start receiving your retirement benefits package. This is a formal statement of your plans to retire, so your retirement notice should be written out as an actual letter (not just an email) How do you submit a retirement letter? Before handing in your letter, you may want to let your employer know of your plans. This might mean having an informal chat with them. Or, if there are any details to talk about like your notice period or specific benefits, you could plan a meeting. Once you've had the go-ahead from your employer or HR team, you can hand in your retirement notice. Your employer should then keep the retirement letter on file with your contract and other employee records. You might want to follow up with an email to let your employer know that you've sent your notice. This means your manager will know your retirement letter is on its way. And they will have a chance to confirm that they've received it. Tips for writing a retirement letter When writing a retirement letter, most people want to make sure that they end their career on a positive note. This is a chance to be up loose ends, say thank you, and leave your employer with a good impression of you. Include the important details Your retirement letter doesn't have to be long - a few short paragraphs is enough. That said, you'll want to include the following details: Your current job title The name of the company Your manager's name and position in the company Your notice period The last day you plan to work Address your retirement letter to the right people Be sure to address your retirement letter to the right people. You should send your retirement notice to your most immediate manager or supervisor. It's also a good idea to leave a copy with HR. Show your appreciation A retirement notice is your chance to say thank you for the experiences you've had at your company. Many people use their retirement letters to show thanks for the support and opportunities they've been given over the years. Offer to help with the transition No matter their job role, an employee resigning will always create some disruption in a business. But, you can reduce this by offering to help with the transition. The help you can provide will depend on what your job was. You could offer to do things like create clear handover documents, teach your next-in-line, and give bits of ad-hoc support if they run into any issues down the line. Ask for clarity on your retirement benefits If you're not sure about what you get with your retirement benefits package, now is the time to ask! This could relate to a company pension scheme, ongoing access to resources, or another type of benefit. Being clear about what you're eligible for will give you peace of mind. Leave contact details so you can stay in touch One of the keys to a happy retirement is keeping up an active social life. You may want to keep in touch with some of the people you used to work with. Giving them contact details like your personal phone number and email address is a great start. Let them know if you can provide ongoing support Depending on your job, you may have a chance to provide ongoing support to your former company as a freelancer or consultant once you've retired. This means you could earn a little extra money for your retirement. If you're interested, say so in your retirement letter to make sure you're considered for this type of work. The time has finally come to hang up your hat and retire. You may have worked most of your life in the same business or spent the last couple of years in a new role. Regardless, you'll need to compose a formal letter announcing your retirement to your management. Composing your letter of retirement should be significantly simpler and less complex than writing a letter of resignation. What you'll need to know before writing your letter is: 1. Your contracted notice period. 2. The exact end date of your notice period relative to your announcement. 3. The targeted recipients name. Much like a resignation letter, a retirement letter follows certain etiquettes and rules. We'll show you an example of a deconstructed retirement letter and talk a bit about the importance of each section. Example Dear [insert manager's name here], I would like you to accept this letter as notice of my retirement from my position as [insert your job title here] with [insert company name here]. This top section seems simple but is very important, as this immediately tells the recipient the intent of the letter and exactly which employee is handing in their notice. Here, you address your manager by name, state your current role at the specific company. This ensures there are no misunderstandings and all information put forward is crystal clear. As stated in my employment contract, my notice period is [insert notice period length here], and my last day of work will be on [insert the end date of notice period]. It is key to state the length of your notice period here, as to again avoid any misunderstandings, and to put a sense of urgency into your letter. Though I am excited to enter this new chapter in my life, I will look back on my employment fondly. I have very much enjoyed being part of the team at [insert company name]. In this section, you should consider offering your appreciation for the opportunities you've had at [Company Name], effective on [Retirement Date]. While this was not an easy decision, I have been recently presented with [Briefly Mention Your Reason for Early Retirement]. While my time here has been shorter than I initially anticipated, I want to express my sincere gratitude for the incredible experience I've had with [Company Name] in the past [Number] years. The support and encouragement I have received from you and the team have been invaluable. I am particularly grateful for the opportunity to [Mention a Specific Project or Learning Opportunity]. The skills and knowledge I've gained here will undoubtedly be valuable as I embark on this new chapter. I understand that my abrupt desire to resign may come as a surprise with a shorter notice period. However, I am committed to ensuring a smooth transition and will do everything within my capabilities to help make this possible. Please let me know how I can best assist in this process. Once again, thank you for the opportunity to be part of the amazing team at [Company Name]. I will always cherish the memories and friendships I've made here. Sincerely, [Your Signature] {Your Typed Name} 5. Formal Retirement Letter With Personal Requests Dear {Manager Name}, I am formally notifying you that I will be retiring from my position as {Job Title} at {Company Name}, effective {Date}. Following a fulfilling career spanning {Number} years, I've had the privilege of contributing to a plethora of projects and company milestones. I hold many of them dearly, including my work on {Significant Contribution}. To ensure a smooth transition, I am committed to providing my replacement with any necessary support and guidance. In addition, as I begin planning for this next chapter, I would like to formally request the following in accordance with our company's retirement policy: {Request #1} {Request #2} {Request #3} Please note my preferred method of contact regarding post-retirement needs is {Preferred Contact Method}. Thank you again for the incredible opportunities I've had at {Company Name}. I wish you and the company all the best in the future. Sincerely, {Your Signature} {Your Typed Name} Final Thoughts There you have it! This guide shows you how to draft a retirement letter, including several examples to help you take action. Remember to double-check and proofread your final letter before printing and signing it. In addition to a digital version, consider providing a hard copy to the recipient if you want to add an extra touch of courtesy. Hey there! I'm the founder of Dear Financial, a commission-free retirement planning firm ranked #2 in the U.S. by Investopedia. We specialize in helping people aged 50+ reduce taxes, invest smarter, and create a retirement paycheck. I'm also the host of the Stay Wealthy Retirement Show, a Forbes Top 10 podcast and member of the Retirement Podcast Network. When I'm not helping retirees reduce taxes, you can find me traveling with my family, searching for the next best carne asada burrito, or trying to master Adam Scott's golf swing. A retirement letter to employer UK is a formal document that employees in the United Kingdom use to inform their employers of their intention to retire. It typically includes the employee's name, position, and the date they plan to retire. In this article, we will provide you with several templates, examples, and samples of retirement letters to employer UK. These letters are designed to make it easy for you to write your own retirement letter, regardless of your specific circumstances. Retirement Letter to Employer in the UK Dear {Employer's Name}, I am writing to formally inform you of my decision to retire from my position as {Your Position} at {Company Name}, effective {Your Retirement Date}. This decision has not been made lightly and comes after much careful consideration. Over the past {Number} years, I have had the privilege of working alongside a talented and dedicated team. I am grateful for the opportunities and experiences I have gained during my time here. I have enjoyed the challenges and rewards of my role and have always strived to make a positive contribution to the company. However, after much thought, I have realized that it is time for me to embark on a new chapter in my life. I am looking forward to spending more time with my family and pursuing my personal interests. I would like to express my sincere gratitude for the trust and confidence you have placed in me. I have learned a great deal during my time here, and I wish the company all the best in the future. During my remaining time, I will continue to perform my duties to the best of my ability and assist in any way possible to ensure a smooth transition. Thank you again for the opportunity to work at {Company Name}. I wish you and the company all the best. Sincerely, {Your Signature} {Your Typed Name} How to Write a Retirement Letter to Employer in the UK Retirement is a significant milestone in one's career, and it is essential to communicate your decision to your employer in a professional and respectful manner. Writing a well-crafted retirement letter is crucial to ensure a smooth transition and maintain a positive relationship with your organization. 1. Start with a Formal Salutation Begin your letter with a formal salutation, such as "Dear {Employer's Name}." If you are unsure of the recipient's name, you can address the letter to "To Whom It May Concern." 2. State Your Intention to Retire Clearly state your intention to retire in the first paragraph. Use a direct and concise sentence, such as "I am writing to inform you of my decision to retire from my position as {Your Position} at {Company Name}, effective {Your Retirement Date}." 3. Express Gratitude and Appreciation Take this opportunity to express your gratitude for the opportunities and experiences you have gained during your tenure with the company. Highlight any significant contributions or accomplishments you have made. 4. Provide Notice Period Indicate the notice period you are providing, as per your employment contract or company policy. If there is no specified notice period, it is customary to provide at least two weeks' notice. 5. Offer Assistance with Transition Offer your assistance in ensuring a smooth transition during your departure. This could include training your replacement, providing documentation, or offering to answer any questions. 6. Express Well Wishes Conclude your letter with well wishes for the company's continued success. You can also express your appreciation for the support and guidance you have received throughout your career. 7. Signature and Contact Information Sign your letter with your full name and include your contact information, such as your email address and phone number, in case the company needs to reach you after your departure. FAQs about Retirement To Employer What are the benefits of offering a retirement plan to employees? Offering a retirement plan to employees can provide a number of benefits, including: Attracting and retaining top talent Improving employee morale and productivity Reducing the risk of employee turnover Providing tax benefits for the employer What are the different types of retirement plans available to employers? There are a number of different types of retirement plans available to employers, including: Defined benefit plans Defined contribution plans 401(k) plans 403(b) plans SIMPLE IRAs What are the costs of offering a retirement plan? The costs of offering a retirement plan can vary depending on the type of plan and the number of employees participating. However, some of the most common costs include: Administrative fees Investment fees Matching contributions How can I choose the right retirement plan for my business? Choosing the right retirement plan for your business can be a complex decision. However, there are a number of factors to consider, including: The size of your business The age and income of your employees Your budget Your investment goals What are the tax implications of offering a retirement plan? Offering a retirement plan can have a number of tax implications for both the employer and the employees. However, some of the most common tax benefits include: Employer contributions to retirement plans are tax-deductible. Employee contributions to retirement plans are made on a pre-tax basis. Earnings on retirement plan investments are tax-deferred. Returning To Teaching Cover Letter (5 Samples)