When you feel that it is time that you retire, then you will need to write a letter to your boss. Below are some tips that you can follow when writing a retirement letter:

* The letter should be simple and concise. It should talk directly about your intention to retire from your job.
* It is best to keep a positive and casual tone to your letter. If you really want a happy retirement, do not write about how the company has made your life miserable and so forth. Do not bring up past issues with co-workers and superiors too.
* You should also thank your employer for all the skills and experiences that you have gained through the company. Tell them how the company has helped you as an individual and as a person working for a team.
* The following should not be omitted from your letter: your name together with your employee number, your expected date of retirement, the years you served the company, whether you would like to continue your contributions for some benefits, and an address where they can contact you even if you have already retired.