**Sample Retirement notice letter**

Mr. Thomas Cook,

General Manager,

Mac Shell,

Leas SE,

Albuquerque,

NM- 87109

Dear Thomas,

Here by I am confirming your notification of your retirement and reliving you from the post of GM from Mac Shell on May 24, 2010. I hope you have had a great tenure with our organization.

Thomas, you have been with us for 26 years. I appreciate your valuable contribution towards Mac Shell from the core of my heart. I have always noticed your dedication, punctuality and sincerity towards work. You have always worked hard, fulfilled your responsibilities as boss and done duties as employee in your entire career and have also earned the opportunity to enjoy more time with your family and grandchildren.

I have issued a notice to human resources department to prepare your documentation. You will get all your funds and dues cleared from account department a day before your official farewell.

Wish you good health.

Sincerely,

Joy William

Chef Executive Officer

Mac Shell