

Farewell Letter Upon Retirement

This package contains:

1. Instructions & Checklist for a Farewell Letter Upon Retirement
2. Farewell Letter Upon Retirement

Instructions & Checklist for Farewell Letter Upon Retirement

- This package contains (1) Instructions & Checklist for Farewell Letter Upon Retirement; and (2) Farewell Letter Upon Retirement;
- This form is designed to assist you in drafting a letter for when you wish to farewell and congratulations to a person who is retiring.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Congratulations on your retirement from [Name of Company or Position]!

While it is with great sadness that we say good-bye, I can only imagine you are excited by the new adventures that await you in the future. Please know that we will forever remember your dedication, accomplishments and personal integrity. People like you truly make our workplace a joy.

Again, congratulations on your retirement! I wish you all the best for your future endeavors.

Sincerely,

[Your Name]