

YOUR NAME
ADDRESS
CITY, STATE ZIP
E-MAIL: NAME@NAME.COM

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Company
City, State Zip Code

Re: Congratulations on Retirement

Dear Name:

After 34 years of hard work, I wanted to congratulate you on your retirement. You have reached a monumental milestone in your life and it is one to be savored and enjoyed to the fullest. As you make your exit out of the work force, be sure to pass on your expertise and wisdom to others.

Sincerely,