

Thank You Letter for Retiree

This package contains:

1. Instructions & Checklist for a Thank You Letter for Retiree
2. Thank You Letter for Retiree

Instructions & Checklist for Thank You Letter for Retiree

- This package contains (1) Instructions & Checklist for Thank You Letter for Retiree; and (2) Thank You Letter for Retiree;
- This form is designed to assist you in drafting a letter for when you wish to say thank you to a retiree for his or her service.
- 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]:

As you retire from [Company Name], I wanted to take this opportunity to let you know how much I have appreciated your dedication and service.

You have always been one of those special employees who works tirelessly and selflessly. I believe on speak on behalf of everyone here when I say that you will be greatly missed. We have truly enjoyed having the opportunity to work with you and learn from you. Your personal integrity, many accomplishments and strong work ethic have been an inspiration to us all.

Again, thank you for your service to [Company Name]. I wish you all the best for the future.

Sincerely,

[Your Name]