

# LETTER OF RESIGNATION AND RETIREMENT

To: \_\_\_\_\_

From: \_\_\_\_\_

Subject: \_\_\_\_\_

**Dear [Supervisor/Manager Name],**

I hereby submit my formal resignation from my position at [Company Name], effective immediately upon receipt of this letter, which constitutes my notice of resignation.

Furthermore, this letter serves to inform you of my intention to retire from active employment, marking the conclusion of my professional career with the company.

I affirm that this decision is made voluntarily and without any undue influence or coercion, and it is intended as a final and irrevocable act in compliance with applicable United States employment laws.

I request that all due compensation, benefits, and entitlements accrued up to my last day of employment be processed in accordance with company policy and federal and state law.

Please consider this letter as my formal notice for all administrative and legal purposes, including but not limited to benefits, pension, and retirement plans as governed under the Employment Retirement Income Security Act (ERISA) and any other relevant legislation.

I am willing to assist during the transition period and will ensure the proper handover of my duties and responsibilities to maintain business continuity.

Please advise me of any necessary steps or documentation required to facilitate a smooth and compliant separation process.

I appreciate the opportunities and experiences provided to me during my tenure at [Company Name] and extend my best wishes for the continued success of the organization.

This resignation and retirement letter is executed under my free will and without reservation, intending to comply fully with all contractual and legal obligations.

**Acknowledgment and Acceptance**

I, the undersigned, acknowledge receipt of this resignation and retirement letter, and accept the terms stated herein. I confirm that all procedures and obligations related to the resignation and retirement will be conducted in accordance with applicable laws and company policies.

**Employee Signature**

**Employer Representative Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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