

SAMPLE LETTER FOR A RETIRING EMPLOYEE

Employee's Name
Employee's Position Title
Department
Office Address

Dear,

I want to take this opportunity to confirm that your retirement from your POSITION TITLE will be effective on DATE. I appreciate the many years of service you have given to the DEPARTMENT and the University.

The University is interested in learning about the reasons employees have for leaving the institution, in order to obtain information which may help in efforts to improve the work environment. The department of Human Resources conducts exit interviews with departing employees for this purpose. I am informing the Department of Human Resources of your plans so they may send you the exit survey form and contact you for a confidential interview.

I want to thank you for your service to the UNIVERSITY.

Sincerely,

Supervisor

(Source: Division of Multicultural Affairs at the University of Wisconsin-Milwaukee.)