



Sample Retirement Letters

A Free Gift to
Subscribers to the
[www.Retirement-
Stories.com](http://www.Retirement-Stories.com)
Newsletter.

Greg Butler.

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Why a Retirement Letter?

I got a wonderful send off on my retirement, with several retirement dinners and retirement gifts.

This was something I felt very grateful for. I know of other people, who may have worked as skillfully and diligently as I had, only to have a disappointing end to their career.

Mergers and acquisitions, rightsizing and downsizing, competition from younger people on the way up, ill health, concerns about retirement financial planning - these can all affect your contribution and competence in the years prior to retirement.

I was fortunate to be in a company that was expanding and diversifying so that I was challenged and active right to the finish.

It was against this background that I was writing my own Retirement Letters (see the following pages for my Samples of Retirement Letters).

The retirement letters were important because I wasn't going to be able to say a personal farewell and thanks to everybody in my circle, especially external relationships. And even where I could, I think it was appropriate to follow it with a letter.

Also, even in this era of instant communication via cell phones and email, **people like to receive letters**. I know in at least one case the recipient was delighted to show the letter to his colleagues!

Nowadays, I find that I often make contact with Retirement Coaching clients for the first time when they want help with their Retirement Letters and Retirement Speeches.

Enjoy,

Greg Butler.

Retirement Letter Template

Your Name and address

Date

Employer name and address

Greeting

Dear Mr/Ms- Surname, or First name, depending on relationship.

First Paragraph

Note on the effective date of your retirement.

Middle Paragraph

Accomplishments and experience gained.

Final Paragraph

Offer to provide assistance during the transition and afterwards.

Close

Dignified and cordial tone

Yours sincerely,

Signature

Your Typed Name

Sample Retirement Letter - To a Work Colleague.

(In this case, The Sales Manager)

Dear ...,

And so the time has come ... leaving ABC Company at the end of January, after x happy and productive years.

I have always acknowledged that the Salesmen, and others who support the Sales and Distribution of ABC, have been an integral part of the Company's success.

Thank you for the fun and the friendship and for making my job easier, through knowing that you were serving our customers in a professional manner.

I wish you well in your business and personal life and hope we meet again some day, in business or socially.

Thank you for the gifts; I'll think of you every time I check my watch!

Yours sincerely, Greg.

Sample Retirement Letter – To Financial Services Provider.

Ms. ...,
XYZ Asset Management,
Dublin

Dear ...,

And so the time has come ... leaving ABC Company at the end of January, after x happy and productive years.

I want to express my gratitude for the excellent support that you, your colleagues and predecessors in XYZ Asset Management have offered ABC Company over the years.

We didn't always get it right! We've seen Bulls and Bears, Bubbles and Crashes and yet we managed to stay sane, solvent and sociable through it all.

I wish you well in your business and personal life and maybe we meet again some day, in business or socially.

Yours sincerely,

Finance Director.

Sample Retirement Letter - To a Customer.

Ms...,

Commercial Director.

Dear ...,

And so the time has come ... leaving ABC Company at the end of January, after x happy and productive years.

I want to express my gratitude for the excellent support that you, your colleagues and predecessors in ... have offered ABC over the years.

I can truly say that you have been part of the Company's development, and my own learning.

We had some interesting negotiations. You were always professional and reasonable, and it was never personal. I shall miss those battles!

I wish you well in your business and personal life and hope we meet again some day, in business or socially.

Yours sincerely,

Finance & Marketing Director.

Sample Retirement Letter - To a Service Provider.

Account Director,

XYZ Advertising Agency

Dear ...,

The strangest thing's happened ... it's time to go!

And so the time has come...leaving ABC Company at the end of January, after x happy and productive years.

I want to express my sincere gratitude for the excellent support that you and your colleagues have offered ABC over the years, and for the friendship we have shared.

Your company has been part of our Brand's development, and my own learning.

The success of ABC is derived from many sources and the efforts of many people over a very long time. In modern times, Marketing Services, like yours, have played an important role in the Brand's development.

Regards to the team (past and present)... and others, I will miss them all.

Most of all I will miss our conversations which were occasionally creative, philosophical and stimulating; sometimes rambling and always entertaining.

I wish you well in your business and personal life and hope we meet again some day, in business or socially.

Yours sincerely,

Marketing Director.

Thank You Letter to a Service Provider.

In this case an Advertising Agency who organised a Retirement Dinner:

Thank you for organising a superb retirement dinner.

I had a wonderful time! I loved the company, the conversation, the compliments and the gifts.

Thanks to you and your colleagues for ...the painting, the card from the team, the letter you sent me and the photo album for my ABC Company colleagues.

I loved my time at ABC and the work and relationships with your company added immeasurably to my enjoyment and interest.

We have so much to be proud of and so much to be grateful for.

I shall miss you all greatly, and yet it is time to go...in the words of Horace the Roman poet..."you have played enough, you have eaten and drunk enough, now it is time to depart."

With best personal wishes and continued success to MADMEN and ABC Company

Regards to EVERYBODY, they all helped me.

Au revoir,

Greg

Thank You Letter for Retirement Gifts.

It was delightful, and so appropriate, to have you at my farewell dinner.

I had a wonderful time! I loved the conversation, the compliments and the retirement gifts.

The Train was an inspired present. I love it, wouldn't any boy? And the accompanying message, perfect.

Thanks for everything...the work, the support and the friendship.

I shall miss you.

Au revoir, indeed....I hope so.

I've arrived at a new station and boarding a new train...destination...?

Greg

Sample Retirement Letter - From a Service Provider.

(Of course I'm biased, and a little vain, but the following letter is a model example of a professional and cordial letter to a retiree.)

Dear Greg,

I know this is 'au revoir' and not 'goodbye' but it would be wrong of me not to write and thank you for the support you have shown to XYZ Agency over the past fourteen years.

You know I have always indicated that ABC Company is our model client. That being so, much of it is down to you.

You have always been demanding but fair, insistent but courteous and, unusually in our business, quick to praise when credit has been due to either agency or individual.

We will miss your wisdom and insight but, most of all; we'll miss your company.

I hope this new phase of life is good to you, that you keep well, and that your new business keeps you only as busy as you want it to!

See you soon.

Yours sincerely

JD

Sample Retirement Letter - Employer to long standing Employee

Dear Philip,

I am writing to you at this time of your retirement to express my appreciation for the valuable contribution you made to the success of our company throughout your term of office.

When you joined the company in 1981, as Finance Director, you were professional, diligent, and a 'safe pair of hands'. Yet there was more to come! You subsequently became head of Marketing and lead a team that developed award winning marketing campaigns, and was instrumental in developing a long-term strategy for the Brand, which saw our market share grow from 15% in 1981 to almost 40% today.

Your efforts and achievements were appreciated by your colleagues and by clients of the company. We will find it hard to replace your blend of skills, experience and good humor.

I'm sure your new clients will benefit from those skills and experience in your post retirement 'career', but do remember that you have earned the right to enjoy more time with family and friends, and to pursue those great hobbies you have.

I offer you good wishes for health and happiness in your well earned retirement.

Yours sincerely,

JS

Managing Director

Be Careful About Burning Bridges!

School is out! Here comes summer! It was June 1964 and we had just completed our Leaving Certificate. Brother Vincent was waiting for us as we exited the examination hall.

Some of the boys brushed past him, avoiding eye contact. Brother Vincent was an enthusiastic advocate of the schools tough teaching regime.

“He didn’t hesitate to use those big hands when necessary. Twisting ears, pinching side locks, punching shoulders, or bringing the full force of the leather onto trembling hands. Small hands that might already be numb with the cold of a winter’s morning.”

I had fantasised about this moment. Now I could vent my anger and frustration about some of the unhappy days I had spent in his class.

“Well Butler, did you do a Gaisce (great deed)”, he asked me, smiling. “I did okay Brother, goodbye and thank you.” And I walked away.

Forty years later I wrote the story [Vocation](#) and realised that I had handled the farewell in an appropriate manner.

I drew upon this experience when Thomas, aged 57, came to me for coaching. He was bored and frustrated in his job, and he wasn’t getting on with his new boss. “I would retire if I could get a satisfactory package,” he said.

I asked him about the company policy and procedure regarding early retirement and discovered that he needed a lot more information about his options.

I suggested he have a discussion with his boss, at the appropriate time, before writing his retirement letter.

Based upon the lesson I had learnt all those years ago with Brother Vincent, I advised him to concentrate on the good stuff in his conversation-his accomplishments and his learning.

“Forget the bad stuff, don’t burn your bridges,” I cautioned.

Leaving under unfavourable circumstances.

(Mergers and acquisitions, rightsizing and downsizing, competition from younger people on the way up, ill health, these can all affect your contribution and competence in the years prior to retirement.

Dear,

I write to confirm that I am retiring from the XYZ Company on January 31st, after 15 years service as Production manager.

I appreciate the opportunities for professional and personal development that were available to me during that time.

I realize that the circumstances of my retirement are somewhat unfavourable, but I also acknowledge that I have more positive memories of my time here than negative ones.

I wish you well in your business and personal life and perhaps we will meet again some day, in business, or socially.

Yours sincerely,

John Smith
Production Manager