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| Resignation letter due to retirement  **Letter of resignation due to retirement** | Learn More From Our Free Excel and Office Resources:   * Webinars: [Formulas, Pivot Tables and Macros & VBA](https://www.myexcelonline.com/109-47.html) * Blog Tutorials: [Formulas, Pivot Tables, Charts, Macros, VBA, Power Query, Power Pivot, Analysis](https://www.myexcelonline.com/109-3.html) * Excel Podcast: [Interviewing the Excel Experts](https://www.myexcelonline.com/109-10.html)   MyExcelOnline |

Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

It is with a heavy heart that I submit my resignation. The last 15 years at Company Name have been wonderful. However, after 40 years in the publishing industry, it is time for me to retire. I am looking forward to traveling, playing golf, and most importantly, spending time with my family, including my seven grandchildren.

My last day at Company Name will be Day and Date. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

I wish the company and all its employees much success in the coming years.

Sincerely,

Your Name

Title