**Date:**

**To**

**[The Recipient]  
[Designation]**

**Subject: Resignation with Retirement Letter**

Respected CEO,

You are requested to take this letter as advance notice of my resignation with retirement. I thought over this matter very carefully and it was really a hard decision to make. The retirement package being offered by you was attractive and I decided to avail it instantly. Please accept this resignation with a retirement letter effective from X-X-20XX.

I have taken this decision with a heavy heart and now I am filled with feelings of mixed emotions. I have worked in the position of accounts officer for 15 years. It’s difficult to leave that place where you have spent a considerable part of your life. I never wanted to leave the company in this way. But then, there were a lot of dimensions of life to be discovered. To be honest, I wanted to discover all these dimensions before I get too old.  Now, with a hard decision, I want to take retirement with resignation as soon as possible.

I want to pay my gratitude for your generosity and support. I will have so many things to be recalled after I get retirement. I spent a big span of time whilst working with your company. I will remember the kind support offered by my friends and boss.

My promotion to a higher rank indicates that the company takes proper care of its employees and provides them excellent opportunities for career growth. I am very lucky to receive consistent support in this regard and it increased my productivity level in turn. Apart from promotion, I am very grateful to the management for providing me useful training by top master trainers.

To make my transition process smooth, I will be glad to stay here to train my successor. Even after my retirement, I will be available for consultation purposes on a part-time basis. You are requested to inform me if you accept this offer.

I am waiting for your reply.

Regards,

Anderson