**Sample Goodbye Letter**

**Date: 00/00/0000**

**[Write Name Here]**

[Designation]

[Address]

[Contact]

**Subject: Dear [Write name / relation here]**

This is to inform you about my retirement. I just have a month’s time to get retired from the company. In this regard, I would like to submit my retirement notice.

I like to thank you for assisting me to complete my work properly since I joined the company. I am proud for being a part of this prestigious organization. Right now am looking forward for my retirement and like to covey warm regards for your future success.

As my address and mobile number remains the same, you can feel free to contact me for any assistance.

Best regards,

**[Name Here]**

[Address]