Name, Position, Organisation Name and Address (each on a separate line)

Date

Dear (line manager name - eg. Mr. Smith or first name if appropriate)

Please accept this as formal notice of my retirement due on (date of retirement). I'll therefore be leaving my position of (your job title and site/department/division as applicable) as of that date.

(This part is optional :) I'll be sorry to leave, and I thank you for your support during my time with the company, which I have found enjoyable and fulfilling.

Please let me know the arrangements for handing back equipment, company car, etc, and handing over outstanding work and responsibilities.

Yours sincerely etc.