Date:   
Bosses Name: Mr/Ms   
Title   
Company   
Street Address   
Suburb, State, Postcode

Dear Mr Brown,

Please accept this letter as formal notice of my retirement due on 16th October 2015. I will, therefore, be leaving my position of Operations Manager at Company Services Pty Ltd as of this date.

I am prepared to assist with recruiting for and training my replacement prior to my leaving and will ensure that all my work is completed and/or in a position to be handed over to ensure a smooth transition period.

I would like to take this time to thank you for the opportunity to work for Company Services and wish you and the company all the best.

Please advise me of any next steps or requirements to finalise my arrangements.

Yours sincerely,

John Smith  
2 Home Road  
Sydney NSW 2000