

Retirement Letter to Coworkers

[Date]

[Name]

[Title]

[Organization]

[Address]

[City, State, Zip]

[Country (if applicable)]

To all of my coworkers and company management,

After much thought, I have decided to retire from beats Corporation effective [Date]. While this was not an easy decision, my wife and I ultimately decided that now was the right time for me to take the next step in my life. Retirement will allow me to finally take the time to enjoy my family and travel.

I want to take this opportunity to say farewell and wish all of you the best of luck. I have made countless friends during my time at Beats and I am hoping to stay in touch with all of them. Additionally, I am hoping to retain my position in the company golf league and I am available to management as a consultant if needed.

If you would like to contact me, you can call me at (212) 345-6789 or reach me by email at name@email.com. Your messages and conversation will always be welcome.

I will truly miss all of you.

Thank you for all your support during my time with the company.

Sincerely Yours,

[Signature]

[Your Name]