

RETIREMENT LETTER

Employee Name: _____

Position: _____

Department: _____

To:

The Human Resources Manager

Company Name

Company Address

Dear Sir/Madam,

I am writing to formally notify you of my decision to retire from my position at the company. This letter serves as my official notice of retirement in accordance with the company's policies and applicable Canadian employment laws.

I have greatly valued my time with the company and appreciate the opportunities and experiences provided to me during my employment. It has been a privilege to contribute to the organization and work alongside my colleagues.

Please consider this letter as my formal retirement notice, and I am prepared to fulfill any necessary transition activities to ensure a smooth handover of my responsibilities.

I kindly request that you provide me with any required documentation outlining the terms of my retirement benefits, pension, and any other relevant information pertaining to my departure.

I thank the company for its support and understanding and look forward to maintaining a positive relationship following my retirement.

Yours sincerely,

Employee Signature

Date

Signature: _____

Human Resources Acknowledgement

I acknowledge receipt of this retirement notice and confirm that the necessary retirement procedures and benefits information will be processed in accordance with applicable laws and company policy.

HR Representative

Date

Signature: _____

This retirement letter is intended to comply with all relevant Canadian employment laws and company policies. For any questions regarding your rights and benefits, please consult the appropriate legal advisor or your Human Resources department.

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