Workplace Hero

Retirement letter template

Free UK workplace template | Replace every [placeholder] and remove the guidance before sending.

Your formal letter

[Your name]

[Your address or email - optional]

[Date]

[Manager's name]

[Organisation]

Subject: Formal notice of retirement

Dear [Manager's name],

I am writing to formally confirm my decision to retire from my position as [Job title] at [Organisation].

In accordance with my notice period of [Notice period], I understand that my final day of employment will be [Date]. Please confirm this date in writing.

Thank you for the opportunities and experience I have gained during my time with the organisation.

I will work to ensure an orderly handover of my responsibilities during my notice period.

Kind regards,

[Your name]

The thank-you paragraph is optional. Page 2 includes email wording, a date clarification and a phased-retirement discussion request.

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Alternative wording and final checks

General UK workplace examples, not individual pension, financial or legal advice. Choose the wording relevant to your circumstances.

Email after a conversation

Subject: Formal notice of retirement - [Your name]

Dear [Manager's name],

Following our conversation today, please accept this email as formal confirmation of my decision to retire from my role as [Job title] at [Organisation].

I am giving [Notice period] notice and understand that my final day of employment will be [Date]. Please confirm this date and any handover arrangements in writing.

Kind regards, [Your name]

Neutral closing

I will carry out my duties during my notice period and support an orderly handover of my responsibilities.

Use this instead of the thank-you paragraph if you prefer a factual tone. You do not usually need to explain why you are leaving.

Clarifying your final dates

My proposed final day of employment is [Employment end date]. Subject to agreement about annual leave, my last day attending work would be [Last working day]. Please confirm both dates in writing.

Exploring phased retirement - not formal notice

I would like to discuss whether a phased-retirement arrangement could be agreed, such as [Proposed working pattern] from [Proposed date]. This is an exploratory request, not formal notice to end my employment. I will consider the pension and benefit implications before agreeing any changes.

Before you send

1. Check your contract, the required notice and the correct recipient.

2. Confirm how notice takes effect and your proposed final employment date.

3. Replace all placeholders; keep a copy and ask for written acknowledgement.

4. Check pension access dates, income, tax and benefits with your provider or adviser before committing.

Retirement does not remove notice obligations. Formal notice may not be withdrawable without employer agreement. If you are being pressured to retire, seek advice before sending this letter.

Further guidance: acas.org.uk/retirement | gov.uk/plan-for-retirement | gov.uk/state-pension-age