To:

The Chairman,

………………………. (Company’s Name)

Dear Sir/Madam,

Sub: Notice of Retirement.

I would like to bring it to your notice that I have decided to retire/resign (Select one clause) from the organization from ……….. (Date) due to personal reasons unrelated to the working environment of the organization. I intend to pursue higher studies abroad to improve my qualifications.

I request you to relieve me of my charge with effect from the above date. I further request you to process the payment of my salary dues and gratuity as applicable to me. Also, please issue Employer’s Provident Fund Statement to enable me to collect my Provident Fund dues from the EPF Office.

I would like to thank the Company and my colleagues for the generous help and support given to me during my tenure of service in this organization.

I would like to convey my best wishes for the success and growth of the Company.

Yours faithfully,

Sender’s Name