Date ( DD/MM/YYYY)

Kind Attention:

Name of Appointment Letter Signatory or Company Head

Correct Postal Address

Subject: Retirement Notice & Handing Over Charge

Dear Mr/ Ms Name of Official,

As you would be aware, I, the undersigned, am working at Name of Organization as Current Position since Date of Assuming Position. I had joined the organization on DD/MM/YYYY as Position while joining. Firstly, I wish to thank you personally, the organization and all managers and my colleagues for their cooperation to fulfil and succeed at work. Secondly, I’ll no longer be able to continue offering my services in the above mentioned capacity to [Name of organization] as I have decided to take freelance as a career.

Thank you for teaching me all the necessary skills but it is time for me to grow. I’m holding certain property given by the organization to perform my duties. Please see the list of company property I’m holding attached along with, that I’m required to return while leaving services. Please depute an official to receive, check and confirm that the company property has been returned in good condition. Furthermore, kindly designate an employee from our organization to hand over charge to ensure smooth functioning of the work, after my departure.And finally, I request you to instruct the Accounts Department to calculate and settle all my dues in compliance with company rules and regulations.

Should you or any other duly authorized staff from our organization require any clarifications or details, please contact me at the details provided below. Kindly issue me a certificate of service and inform me about the date of discharge from my current duties. Once again, my sincere gratitude and appreciation for all of my colleagues.

Sincerely,

[Your Signature]

[Your Name]