

[Your Name]
[Your Job Title]
[Your Employee ID]
[Your Address]
[Date]

[Manager's Name]
[Company Name]
[Company Address]

Subject: Notice of Retirement and Request for Exit Clearance

Dear [Manager's Name],

Please accept this letter as formal notification that I will be retiring from my position as [Your Job Title] at [Company Name]. My last day of employment will be [Your Last Working Date].

I want to thank you for the opportunities I have had while working with the company. I am committed to ensuring a smooth transition of my duties before my departure.

Accordingly, I request the initiation of my exit clearance process. Please provide the necessary forms and instructions regarding:

- The return of company property (laptop, keys, ID badge, etc.).
- The settlement of outstanding accounts or benefits.
- The final payout of remaining leave balances.
- Information regarding pension or retirement fund distributions.

I would appreciate it if you could confirm the receipt of this notice and advise me on the next steps for my final clearance.

Sincerely,

[Your Signature]
[Your Printed Name]