

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Name of Plan Administrator/Human Resources Contact]  
[Company Name/Financial Institution Name]  
[Address]  
[City, State, Zip Code]

**Subject: Notice of Retirement and Request for Fund Withdrawal**

Dear [Name of Contact Person],

Please accept this letter as formal notification that I will be retiring from my position as [Your Job Title] at [Company Name], effective [Your Last Day of Work].

In conjunction with my retirement, I am writing to formally request a withdrawal of my retirement funds from my [Name of Retirement Plan, e.g., 401(k) or Pension Plan], account number [Your Account Number].

I would like to request the following action (select one):

- A full distribution of the account balance.
- A partial withdrawal in the amount of \$[Amount].
- A direct rollover of my funds into an individual retirement account (IRA).

Please provide me with the necessary forms and documentation required to process this request. I would also appreciate information regarding any tax withholdings or processing fees associated with this transaction.

Please send the distribution or any further correspondence to the address listed at the top of this letter. If you require any additional information, I can be reached at [Your Phone Number].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]