

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Name of Union Representative]
[Union Name]
[Local Number]
[Union Address]

RE: Notice of Retirement

Dear [Name of Union Representative],

Please accept this letter as formal notification that I will be retiring from my position as [Job Title] at [Company Name]. My final day of work will be [Date].

I am writing to inform the Union of my transition and to request guidance on the next steps regarding my union pension, retiree healthcare benefits, and any other membership transitions required under our collective bargaining agreement.

I have been a proud member of [Union Name] for [Number] years and appreciate the support provided during my career. Please let me know what forms I need to complete or if a meeting is necessary to finalize my retirement status.

Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Your Printed Name]
[Union Membership ID Number]