

[Your Name]
[Your Address]
[City, State, Zip Code]
[Employee ID Number]
[Date]

[Union Representative Name or Union Local Number]
[Union Name]
[Union Address]
[City, State, Zip Code]

Subject: Notification of Retirement and Cessation of Union Dues

Dear [Union Representative Name or Membership Department],

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].

As I am ending my active employment, I hereby revoke any previous authorization for the deduction of union dues, fees, or assessments from my payroll. Please update your records to reflect that I will no longer be an active member of the bargaining unit as of [Date].

I also request that you notify the payroll department to cease all dues deductions following my final paycheck. If there are any specific forms required to finalize my retirement status within the union or to address any retiree benefits, please send them to my home address listed above.

Thank you for your assistance in this transition.

Sincerely,

[Your Signature]

[Your Printed Name]

cc: [Company Human Resources Department / Payroll Department]