

[Your Name]
[Your Title/Position within the Union]
[Union Name and Local Number]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Union Board or Organization Name]
[Address]

Dear [Recipient Name],

Please accept this letter as formal notification that I will be retiring from my position as [Your Title/Union Role] with [Union Name and Local Number]. My final day of service will be [Your Last Working Date].

It has been a privilege to serve our members and advocate for the rights and welfare of our workers over the past [Number] years. I am proud of the milestones we have achieved together, including [mention a brief highlight or contract win, optional].

To ensure a smooth transition of my responsibilities, I am prepared to assist in briefing my successor and handing over all relevant files, ongoing grievance documentation, and committee materials. I will work closely with the leadership team to complete any outstanding tasks before my departure.

I want to thank the executive board and the membership for their trust and support throughout my tenure. I look forward to seeing the continued strength and solidarity of our union in the years to come.

Sincerely,

[Signature]

[Your Printed Name]