

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

[Date]

[Recipient Name]  
[Title/Department]  
[Company Name]  
[Company Address]

Subject: Notice of Retirement and Equity Cash-Out Request

Dear [Recipient Name],

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 Working Date].

In accordance with my employment agreement and the company's equity incentive plan, I am writing to formally request the cash-out of my vested equity holdings. As I transition into retirement, I would like to exercise my right to liquidate the following:

- [Number] of Vested Stock Options
- [Number] of Restricted Stock Units (RSUs)
- [Any other specific equity instruments]

Please provide the necessary documentation and a summary of the valuation to initiate this transaction. I would also appreciate a timeline regarding when the funds will be disbursed and information on any tax withholdings that will be applied to the final payout.

I have truly enjoyed my time with [Company Name] and am committed to ensuring a smooth transition of my duties during my final weeks here. Please let me know the next steps required to finalize both my retirement and the equity liquidation process.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]