This template letter is for you to use as the bare bones. You should amend as necessary to personalise towards the individual, inserting personal achievements and an overview of their NHS working history.

22 January 2019

Name

Address

Address

Address

Postcode

Dear

I understand that you will be retiring on <<insert date>> from your post of <<insert job title>> based at <<insert base>>I should like to express my personal appreciation for all that you have done in your present post and for the NHS in general over the <<insert no of years>> years spanned by your career.

I very much hope that you will enjoy the transition from a busy work routine to having much more leisure time. May I wish you enjoyment and success in whatever you choose to do.

Over the years, you will have made many friends in the Service. I am sure they will miss you and would want to join me in wishing you a long, happy and healthy retirement.

You may be aware that the Preston/ Blackpool Fylde & Wyre/ Lancaster branch of the NHS Retirement Fellowship is now well established and I enclose their contact details for your information.

With my best wishes for the future.

Yours sincerely,