

Retirement Announcement

Date: [Insert Date]

Dear [Recipient's Name/Team],

I am writing to formally announce my retirement from [Company/Organization Name], effective [Last Working Day, e.g., MM/DD/YYYY]. After [Number] years of dedicated service, I have decided to take this step to spend more time with my family and pursue other personal interests.

It has been a privilege to work alongside such talented and committed individuals. I am grateful for the support, guidance, and friendships I have developed during my time here. Together, we have achieved significant milestones that I will always cherish.

Please feel free to stay in touch. I can be reached at my personal email [Your Email Address] or phone [Your Phone Number]. I wish you all continued success and happiness.

Warm regards,

[Your Name]

[Your Position]

[Company/Organization Name]