

# Retirement Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Retirement Notice

Dear [Manager's Name],

I am writing to formally announce my retirement from [Your Position] at [Company Name], effective [Last Working Day, e.g., two months from today].

It has been a privilege to work under your leadership and to be part of such a dedicated team. I am grateful for the opportunities for personal and professional growth that have been bestowed upon me during my years at the company.

Please let me know how I can assist in making this transition as smooth as possible.

Thank you once again for your support and guidance throughout my career.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]