

Retirement Announcement

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to formally announce my retirement from [Company Name], effective [Last Working Day, e.g., MM/DD/YYYY]. After [number] years of service, I have decided to embark on a new chapter in my life.

This decision was not made lightly, as I have truly enjoyed my time at [Company Name]. I am thankful for the opportunities I have had to grow both personally and professionally, and for the wonderful colleagues that I have worked alongside.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for all the support and encouragement that you have provided throughout my career. I will cherish the memories and friendships I have made.

Warm regards,

[Your Name]
[Your Position]