

Retirement Intent Submission Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally announce my intention to retire from my position at [Company Name], effective [Last Working Day, e.g., Two Months from Today's Date]. After [Number of Years] years of dedicated service, I have decided that it is time for me to step into retirement.

This decision was not made lightly, as my time with [Company Name] has been immensely rewarding and fulfilling. I am grateful for the opportunities I have had to work with such an exceptional team and contribute to our goals.

I will do everything possible to ensure a smooth transition over the coming months. Please let me know how I can assist during this time.

Thank you for your understanding and support. I look forward to staying in touch.

Sincerely,

[Your Name]