

Retirement Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally announce my retirement from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter].

After [number of years] years of dedicated service, I have decided that it's time for me to begin this new chapter in my life. I am grateful for the opportunities and support I have received throughout my tenure.

I will ensure a smooth transition and complete all outstanding tasks before my departure. Please let me know how I can assist during this time.

Thank you once again for the experiences I have gained and the wonderful colleagues I have had the privilege to work with.

Sincerely,

[Your Name]