

Retirement Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 [Company's Name], effective [Last Working Day, e.g., two months from today]. After [number] years in my role, I have decided that it is time for me to step down and enjoy my retirement.

I want to express my heartfelt gratitude for the support and opportunities I have received during my tenure at [Company's Name]. I have greatly appreciated my time working alongside such talented individuals and will always cherish the memories and experiences I have gained here.

During the transition period, I will do everything possible to ensure a smooth handover of my responsibilities. Please let me know how I can help during this time.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]