

# Voluntary Retirement Declaration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally declare my voluntary retirement from [Company's Name], effective [Last Working Day, e.g., two months from the date above]. This decision has not been easy, but I believe it is time for me to pursue new opportunities and enjoy a well-deserved rest.

I want to express my heartfelt gratitude for the support, encouragement, and opportunities I have received during my time at [Company's Name]. It has been a pleasure working with you and my colleagues, and I will cherish the memories and valuable experiences I have gained.

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

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

Sincerely,

[Your Name]

[Your Job Title]