

Retirement Resignation Announcement

Date: [Insert Date]

Dear [Manager's Name/Team],

I am writing to formally announce my retirement from [Company Name], effective [Last Working Day]. After [number] years of service, it is with a mix of emotions that I take this step towards a new chapter in my life.

I want to express my profound gratitude for the opportunities I have received during my time at [Company Name]. Working alongside such talented and dedicated individuals has been an honor and a privilege. I have cherished the friendships I have made and the experiences that have enriched my life.

Thank you for the support, encouragement, and inspiration you have provided throughout my career. I will carry the lessons learned and memories cherished into my retirement.

I wish everyone at [Company Name] continued success and prosperity. Please keep in touch!

Warm regards,

[Your Name]

[Your Position]