

Retirement Announcement

Dear [Manager's Name],

I am writing to formally announce my retirement from [Your Position] at [Company Name], effective [Last Working Day, e.g., December 31, 2023].

It has been an incredible journey working alongside such talented individuals, and I am grateful for the support and opportunities I have received during my time here.

I look forward to staying in touch, and I wish [Company Name] continued success in the future.

Thank you for everything.

Sincerely,

[Your Name]

[Your Contact Information]