

# Retirement Resignation Announcement

Dear [Supervisor's Name],

I am writing to formally announce my retirement from [Company Name], effective [Last Working Day, e.g., Date]. After [Number of Years] years of dedicated service, it is with mixed emotions that I take this step toward a new chapter in my life.

Reflecting on my time here, I am filled with gratitude for the experiences I have had, the friendships I have made, and the opportunities to grow both personally and professionally. From my first day to now, I have cherished every moment spent with this remarkable team.

I want to express my sincere appreciation to you and all my colleagues for your support and camaraderie throughout the years. I will carry these memories with me as I embark on this exciting new journey.

Though I will miss working alongside such talented individuals, I am eager to explore new adventures ahead and enjoy the time with my family and friends.

Please let me know how I can help during the transition process. I hope to leave my responsibilities in good shape for the next person stepping into this role.

Thank you once again for everything. I look forward to staying in touch and hope our paths cross in the future.

Warmest regards,

[Your Name]

[Your Job Title]

[Your Contact Information]