

Retirement Resignation Announcement

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally announce my retirement from [Company Name], effective [Last Working Day, e.g., date]. After [number] years of dedicated service, I have decided that it is time for me to embrace the next chapter of my life.

As I reflect on my career here, I am filled with immense gratitude for the opportunities I have been provided. Working alongside such talented individuals has been a tremendous honor, and I will always cherish the memories we have created together.

I believe that this decision will allow me to explore new adventures and spend more time with my family and friends, but I will miss the camaraderie and the unique culture of our workplace.

I am committed to ensuring a smooth transition during my remaining time and will do my utmost to support my team and to hand over my responsibilities effectively.

Thank you for your guidance and support throughout my time at [Company Name]. I am looking forward to what the future holds and I hope to stay in touch.

Warm regards,

[Your Name]

[Your Position]