

Retirement Announcement

Date: [Insert Date]

Dear [Manager's Name/Team],

I am writing to formally announce my retirement from [Your Position] at [Company Name], effective [Last Working Day, e.g., "March 31, 2024"].

After [Number] years of dedicated service, I have decided to embark on a new chapter in my life. It has been a pleasure working alongside such talented and supportive colleagues.

I am incredibly grateful for the experiences and opportunities I have gained during my time here. I will cherish the memories and friendships I have built.

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

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

Warm regards,

[Your Name]

[Your Contact Information]