

Retirement Resignation Announcement

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally announce my retirement from my position at [Company Name], effective [Last Working Day, e.g., March 31, 2024].

After much consideration, I have decided that it is time for me to step into this new chapter of my life. My years at [Company Name] have been incredibly fulfilling, and I am grateful for the opportunities to work alongside such talented colleagues and under exceptional leadership.

I want to extend my heartfelt appreciation to you and the entire team for your support and encouragement throughout my tenure. I will do my best to ensure a smooth transition in the upcoming months and remain available to assist during this period.

Thank you once again for everything. I look forward to staying in touch and cherishing the memories we've created together.

Sincerely,
[Your Name]
[Your Job Title]