

# Retirement Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

I am writing to formally announce my retirement from [Company Name], effective [Last Working Day, e.g., two months from today]. After [number] years in this remarkable [industry or field], it is time for me to embrace the next chapter of my life.

Reflecting on my career here, I feel immense gratitude for the opportunities I've had to grow, learn, and contribute to our team's success. I'm proud of what we have accomplished together.

Thank you for your support and encouragement throughout my journey. I will always cherish the relationships I've built and the lessons I've learned.

Wishing you and the entire team continued success.

Sincerely,

[Your Name]

[Your Job Title]