

Retirement Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Manager's Name],

It is with a mixture of emotions that I formally announce my retirement from my position at [Company's Name], effective [Last Working Day, e.g., "two months from today, on December 31, 2023"]. After [number of years] years of dedicated service, I have decided to embrace this new chapter in my life.

Reflecting upon my journey at [Company's Name], I am filled with gratitude for the countless experiences, challenges, and triumphs that have shaped me into the person I am today. I have had the privilege of working alongside extraordinary colleagues who have inspired me daily, and I am proud of the contributions we've made together.

As I take this step into retirement, I will carry with me the invaluable lessons and memories forged during my time here. I look forward to cherishing moments with my family, pursuing personal passions, and perhaps even embarking on new adventures.

I sincerely hope to remain in touch and share the joys of what lies ahead. Thank you once again for the support and encouragement throughout my career. I will do my utmost to ensure a smooth transition before my departure.

Warmest regards,

[Your Name]