

Retirement Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally announce my retirement from [Company Name], effective [Last Working Day]. After [number] years of dedicated service, I believe it is time for me to embrace this new chapter in my life.

Reflecting on my career, I feel an immense sense of gratitude for the opportunities I have had to grow both personally and professionally. I have been fortunate to work alongside incredibly talented colleagues and to contribute to meaningful projects that have shaped my journey.

I would like to extend my heartfelt thanks to you and the entire team for the support, encouragement, and camaraderie I have experienced throughout my tenure. The memories and friendships I have forged here will always hold a special place in my heart.

As I transition into retirement, I look forward to staying in touch and hope to remain connected in the future. Thank you once again for everything.

Sincerely,

[Your Name]