

Retirement Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

After careful consideration, I am writing to formally announce my retirement from [Company Name], effective [Retirement Date]. This decision comes after [number of years] years of dedicated service, during which I have had the privilege of growing both personally and professionally.

Looking back on my time at [Company Name], I am filled with gratitude for the relationships I've built and the experiences I've shared with my colleagues. I have learned so much and have been continually inspired by the dedication and passion of my team.

As I move forward into this new chapter of my life, I will carry with me the invaluable lessons and fond memories from my time here. I sincerely hope to stay in touch with everyone and I wish you all continued success.

Thank you once again for the support and camaraderie over the years.

Warmest regards,

[Your Name]