

# Retirement Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally announce my retirement from [Company's Name], effective [Last Working Day, typically two weeks from the date above]. After [number] years of dedicated service, I have decided to embark on this new and exciting chapter of my life.

It has been a joy and a privilege to work alongside such talented individuals. I cherish the experiences and the professional relationships I have built during my time here. I appreciate the support and opportunities you and the entire team have provided me throughout my career.

As I take on new adventures, I will forever carry the memories of my time at [Company's Name]. Thank you for everything. I look forward to staying in touch and hope to see everyone again soon!

Sincerely,

[Your Name]