

# 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 [Your Position] at [Company Name], effective [Last Working Day, e.g., two months from this date]. After much consideration, I have decided that it is time for me to move into this new phase of my life.

I want to take this opportunity to express my heartfelt gratitude to you and my wonderful colleagues for the support, encouragement, and camaraderie I have experienced throughout my tenure. Working alongside such talented individuals has been one of the most rewarding aspects of my career.

As I transition into retirement, I will cherish the memories I've made here and the friendships I have built. I hope to stay in touch and wish each of you continued success in the future.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Contact Information]