

Retirement Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my retirement from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. After [number] years of dedication and hard work, I have decided that it is time for me to embark on a new chapter of my life.