

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, effective [Last Working Day, e.g., two months from now]. After [number of years] years of dedicated service to [Company's Name], it is time for me to step into a new chapter of my life.

Reflecting on my years here, I am filled with appreciation for the opportunities I have had to grow both personally and professionally. I am grateful for the support from my colleagues and the leadership provided by the company.

I will ensure a smooth transition by completing my ongoing projects and assisting in the training of my successor, if needed. My memories of [Company's Name], especially the friendships formed along the way, will be cherished forever.

Thank you once again for the chance to be a part of this wonderful company. I look forward to staying in touch and hope to visit in the future.

Sincerely,

[Your Name]