

Retirement Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 my position at [Company's Name], effective [Last Working Day, e.g., Date]. After [number] years of dedicated service, this decision comes with mixed emotions as I reflect on the wonderful experiences I've had here.

Throughout my time at [Company's Name], I have had the privilege to work alongside talented colleagues and to contribute to meaningful projects. I am grateful for the support, mentorship, and friendships I have developed along the way.

As I embark on this new chapter in my life, I am excited about the opportunities that lie ahead but will deeply miss being part of such an incredible team. I am committed to ensuring a smooth transition during my remaining time and am happy to assist in training my successor.

Thank you once again for everything. I look forward to staying in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]