

# Retirement Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supervisor's Name]

[Department Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally announce my retirement from my position at [Organization Name], effective [Last Working Day, typically two weeks from the date above]. After [number] years of service, I have decided to embark on this new chapter in my life.

I am grateful for the numerous opportunities for personal and professional growth during my tenure and will cherish the memories of working alongside such a dedicated team.

Please let me know how I can assist during the transition period. I look forward to staying in touch and hope to hear from you soon.

Thank you for your support and understanding.

Sincerely,

[Your Name]