

Retirement Notice

Dear [Recipient's Name],

I am writing to formally announce my retirement from [Your Position] at [Company Name], effective [Retirement Date]. This decision was not easy, as I have cherished my time with the company and the relationships I have built over the years.

Reflecting on my journey, I am filled with gratitude for the opportunities and experiences that have shaped my career. I have learned invaluable lessons and made lifelong friends that I will carry with me into this new chapter of my life.

As I step into retirement, I look forward to spending more time with my family and pursuing my passions. However, I will always hold dear the fond memories of my time here and the incredible team I had the pleasure of working with.

Thank you for your support and for the wonderful years together. I hope to stay in touch and hear about all the great things to come for each of you.

Warmest regards,

[Your Name]

[Your Contact Information]