

Retirement Declaration Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally announce my retirement from my position at [Company Name], effective [Last Working Day, e.g., MM/DD/YYYY]. After [number of years] years of dedicated service, I have made the decision to embark on this new chapter of my life.

I am profoundly grateful for the opportunities I have had during my time here, and I appreciate the support and encouragement from my colleagues and management. I cherish the experiences and the relationships I have built throughout my career.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist in this process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]