

Retirement Letter

Date: [Insert Date]

To: [Insert Supervisor's Name]

From: [Your Name]

Subject: Retirement Notification

Dear [Supervisor's Name],

I am writing to formally announce my retirement from [Company Name], effective [Last Working Day]. After [Number of Years] years of dedicated service, I have decided that it is time for me to step down from my position.

This decision was not made lightly. Throughout my career here, I have experienced tremendous growth and built lasting relationships. The support from my colleagues and the opportunities provided by the company have been invaluable to me. However, I believe that now is the right moment for me to begin a new chapter in my life.

In my retirement, I plan to [briefly outline your future plans, e.g., travel, spend more time with family, volunteer, pursue hobbies]. I look forward to enjoying these activities and embracing the changes ahead.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities and will gladly assist in training my successor.

Thank you once again for the support and encouragement during my tenure. I will cherish the memories and experiences shared with the team.

Sincerely,

[Your Name]