

Retirement Transition Update

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update regarding my retirement plans and the transition process as I prepare for this new chapter of my life.

As previously discussed, my last working day will be [Insert Last Working Day]. In the weeks leading up to my retirement, I am committed to ensuring a smooth transition for my responsibilities. I will be working closely with [Name of Colleague/Successor] to transfer knowledge and complete outstanding projects.

I want to take this opportunity to express my gratitude for the support and camaraderie I've experienced during my tenure at [Company Name]. It has truly been a rewarding journey.

Please feel free to reach out if you have any questions or if there's anything specific you would like to discuss regarding this transition.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]