

Announcement of Retirement

Dear [Team/Colleagues/Family],

It is with mixed emotions that I announce my retirement from [Company/Organization] effective [Retirement Date]. After [Number of Years] years in this incredible journey, I have decided that it is time to step into a new chapter of my life.

Reflecting back, I am filled with gratitude for the experiences I have shared, the friendships I have built, and the projects we have accomplished together. I am proud of what we have achieved, and I cherish the memories I will carry with me.

As I step away from my professional responsibilities, I look forward to spending more time with my family, traveling to places I've always wanted to visit, and pursuing my passion for [Hobby/Interest]. I also hope to volunteer and give back to the community in meaningful ways.

Thank you for the incredible support throughout my career. I will miss each of you and hope our paths cross again in the future.

Warmest regards,
[Your Name]