

Retirement Notice

Date: [Insert Date]

To: Board of Directors

Dear Board Members,

I am writing to formally announce my retirement from my position as [Your Position] at [Company Name], effective [Retirement Date]. It has been an honor to serve this esteemed organization and to work alongside such talented individuals.

As I transition into this new chapter of my life, I want to express my sincere gratitude for the support I have received from each of you throughout my tenure. Together, we have achieved significant milestones and driven the company towards a brighter future.

I am committed to ensuring a smooth transition and will work closely with my successor and the leadership team over the coming weeks to facilitate this process.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch and witnessing the continued success of the organization.

Warm regards,

[Your Name]

[Your Position]

[Contact Information]