

Retirement Notice

Date: [Insert Date]

To: [Agency Name] Board of Directors

From: [Your Name]

Subject: Retirement Notice

Dear [Board of Directors/Team],

It is with mixed emotions that I announce my retirement as the founder of [Agency Name], effective [Last Working Day]. After [number] years of dedicated service and commitment to our mission, I feel it is time for me to step back and allow new leadership to take the helm.

Throughout my time here, I have been honored to work alongside passionate individuals who share the same vision of [Agency Mission]. Together, we have made significant strides in serving our community and supporting those in need.

As I transition to this new chapter in my life, I am confident that the agency will continue to thrive and uphold the values that we have built together. I look forward to witnessing the continued success of [Agency Name].

Thank you for the support and friendship over the years.

Sincerely,

[Your Name]

[Your Contact Information]