

Retirement Declaration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally announce my retirement from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., Month Day, Year]. After [Number] years in the publishing industry, this decision comes with mixed emotions, but I believe it is time for me to embark on a new chapter in my life.

Throughout my career, I have had the privilege of working alongside talented individuals who have inspired me every day. I am incredibly grateful for the opportunities I have received and the experiences that have shaped my professional journey. It has been a joy to contribute to the growth and success of [Company Name].

As I transition into retirement, I hope to remain in touch and support the ongoing initiatives of [Company Name]. I look forward to seeing the team thrive in the years to come.

Thank you once again for your support and companionship. I wish [Company Name] continued success in all future endeavors.

Sincerely,

[Your Name]