

Retirement Letter

Dear [Recipient's Name],

I am writing to formally announce my retirement from my position at [Company Name], effective [Retirement Date]. It has been an incredible journey in the publishing industry, and I am deeply grateful for the opportunities I have had to work with such talented and dedicated individuals.

Throughout my career, I have cherished the relationships I've built and the challenges we've overcome together. I am proud to have contributed to the success of [specific projects or initiatives], and to have been part of a team that has positively impacted our readers and the industry.

As I step into this new chapter of my life, I carry with me fond memories and valuable lessons learned. I look forward to staying connected with my colleagues and watching [Company Name] continue to thrive.

Thank you once again for your support and friendship. Wishing you all the best for the future!

Sincerely,

[Your Name]

[Your Position]

[Contact Information]