

# Retirement Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Retirement Notification

Dear [Recipient's Name],

I am writing to formally announce my retirement from my position at [Company Name], effective [Retirement Date]. After [number of years] years in the publishing industry, I have decided to embark on a new chapter of my life.

It has been a privilege to work with such talented colleagues and contribute to various projects that have shaped my career. I will cherish the memories and experiences gained during my time here.

I am committed to ensuring a smooth transition and will gladly assist in handing over my responsibilities in the coming weeks.

Thank you for your support and friendship over the years. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Contact Information]