

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my retirement from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. After [number of years] years of dedicated service, I have decided that it is time for me to retire and focus on the next chapter of my life.

I want to express my gratitude for the opportunities I have had during my tenure at [Company's Name]. It has been a pleasure working with you and the entire team. I have learned a great deal and have enjoyed being part of such a supportive work environment.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities and will assist in training my successor if needed.

Thank you once again for the support and guidance throughout my career at [Company's Name]. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]