

Retirement Resignation Letter

[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],

After [number] years of dedicated service, I am writing to formally announce my retirement from my position at [Company's Name], effective [last working day, typically two weeks from the date above].

This decision was not an easy one to make. Reflecting on my time here, I feel immense gratitude for the support and opportunities I have received. Working alongside such talented individuals has been one of the most fulfilling experiences of my career.

I cherish the memories we have created together, the challenges we have overcome, and the camaraderie we've built. I am proud to have contributed to [specific project or achievement] and to have been part of a team that strives for excellence.

As I embark on this new chapter of my life, I carry with me the lessons learned and friendships formed at [Company's Name]. I sincerely thank you and my colleagues for the encouragement and collaboration throughout my journey here.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for everything. I look forward to staying in touch and hope to visit in the future.

Warmest regards,

[Your Name]