

Letter of Intent to Retire

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally announce my intent to retire from my position as [Your Job Title] at [Company's Name], effective [Last Working Day, e.g., MM/DD/YYYY]. This decision was not made lightly, and I have enjoyed my time at the company and appreciate the opportunities I've had during my tenure.

Over the next [Notice Period, e.g., two months], I will do everything I can to ensure a smooth transition. I am committed to completing my current projects and assisting in the handover of my responsibilities.

Thank you for your support and guidance during my years at [Company's Name]. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,

[Your Name]