

# 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],

I am writing to formally announce my retirement from my position at [Company's Name], effective [Last Working Day, e.g., two months from the date above].

After [number of years] years of dedicated service, I have made the decision to retire and begin a new chapter in my life. I am grateful for the opportunities I have had to grow professionally and personally during my time with the company.

Thank you for your guidance, support, and encouragement throughout my career. I will cherish the experiences and relationships I have built here.

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

Thank you once again for everything. I look forward to staying in touch!

Sincerely,  
[Your Name]