

Retirement Announcement

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Retirement Announcement

Dear [Manager's Name],

I am writing to formally announce my retirement from [Company Name], effective [Retirement Date]. After [number of years] years of service, I have made the decision to retire and pursue new opportunities in this exciting new chapter of my life.

It has been a privilege to work alongside such a talented team. I am grateful for the support, guidance, and experiences I have received during my time at the company. I will cherish the memories and friendships I have made here.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively before my departure.

Thank you once again for the wonderful opportunities and support throughout my career at [Company Name]. I look forward to staying in touch.

Sincerely,

[Your Name]
[Your Position]