

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Retirement Confirmation

Dear [Supervisor's Name],

I am writing to formally confirm my retirement from my position at [Company's Name], effective [Retirement Date]. After [Number of Years] years of service, I have decided to take this step to embrace the next chapter of my life.

I want to take this opportunity to express my heartfelt gratitude for the support and guidance I have received during my time here. Working under your supervision has greatly enriched my professional journey.

Please let me know how I can assist during the transition. I am more than willing to help ensure a smooth handover of my responsibilities.

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

Sincerely,

[Your Name]