

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Retirement Notice

Dear [Employer's Name],

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].

It has been a privilege to work with such a dedicated team and to contribute to [Company's goals, projects, or accomplishments]. I am grateful for the opportunities I have had during my time here.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in good standing.

Thank you once again for your support and guidance throughout my career at [Company's Name]. I look forward to keeping in touch.

Sincerely,

[Your Name]