

Retirement Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I am writing to formally announce my retirement from [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

It has been a pleasure working with such a talented team, and I am grateful for the opportunities and support I have received during my time here. I will do my best to ensure a smooth transition and complete any outstanding responsibilities before my departure.

Thank you once again for everything. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,

[Your Name]