

Voluntary Resignation Letter for Retirement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally announce my retirement and to voluntarily resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision did not come lightly, as I have thoroughly enjoyed working with you and the team over the years. However, I believe it is the right time for me to step down and take this next chapter in my life.

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

Thank you for the wonderful opportunities for personal and professional development that I have received during my time at [Company's Name]. I am grateful for the support and encouragement throughout my career here.

Wishing you and the company continued success in the future.

Sincerely,

[Your Name]