

Retirement Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[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 from [Company's Name], effective [Last Working Day, e.g., two months from the date above].

After [number of years] years of dedicated service, I have decided to retire and explore new opportunities and interests.

I want to express my gratitude for the support and guidance I have received throughout my tenure at [Company's Name]. It has been an honor to work alongside such a talented team.

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

Thank you once again for the wonderful experiences and memories. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Job Title]