

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Department Name]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Retirement Notice

Dear [Supervisor's Name],

I am writing to formally notify you of my retirement from my position as [Your Job Title] with the [Government Agency Name], effective [Last Working Day, e.g., "two months from today" or a specific date].

This decision was not made lightly, and I am grateful for the opportunities I've had during my tenure with the agency. I've appreciated the support from my colleagues and the invaluable experiences I've gained throughout my career.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities. Please let me know how I can assist during this period.

Thank you for your guidance and support over the years. I hope to stay in touch after my retirement.

Sincerely,

[Your Name]