

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my retirement from [Company's Name], effective [Last Working Day, typically two weeks from the date above]. After [number] years of dedicated service, I have decided it is time for me to take this next step in my life.

Reflecting on my time at [Company's Name], I am filled with gratitude for the opportunities I have had to grow professionally and personally. I cherish the relationships I have built with my colleagues and appreciate all the support I have received throughout my career.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time.

Thank you once again for the guidance and encouragement you have provided me over the years. I look forward to staying in touch and wish [Company's Name] continued success.

Sincerely,

[Your Name]