

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my retirement from my position in the finance department, effective [last working day, e.g., two months from the date above]. After much consideration, I have decided that it is time for me to step back and enjoy the next chapter of my life.

It has been a pleasure working alongside such a talented team and contributing to the success of [Company Name]. I am grateful for the opportunities I have had here, and I will cherish the experiences and relationships I've built over the years.

I am committed to making this transition as smooth as possible and will do my utmost to wrap up my current responsibilities or assist in the handover to my successor.

Thank you for your understanding and support. I look forward to staying in touch.

Sincerely,

[Your Name]