

Resignation Letter for Retirement

Date: _____

To,
[Supervisor's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as I prepare to enter retirement after [Number of Years] years of dedicated service.

It has been a privilege to work alongside such an outstanding team and serve our clients. I am grateful for the opportunities I have been afforded and for the experiences that have enriched my professional life.

I will do my utmost to ensure a smooth transition during my remaining time and am happy to assist in training my replacement or completing any pending tasks.

Thank you once again for your support and guidance throughout my career. I look forward to staying in touch and wish the organization continued success.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]