

# Advance Retirement Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 at [Company Name], effective [Retirement Date]. This letter serves as my advance notice, in accordance with the company policy.

I have greatly enjoyed my time at [Company Name] and am grateful for the opportunities I have had to grow both personally and professionally. It has been a pleasure working with you and my colleagues.

During my remaining time, I am committed to ensuring a smooth transition and will do everything in my power to wrap up my duties and assist in the handover process.

Thank you once again for the support and guidance throughout my tenure at [Company Name]. I look forward to staying in touch, and I wish everyone at the company continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]