

Retirement Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 intention to retire from my position at [Company's Name], effective [Retirement Date]. After [Number] years of dedicated service, I have decided it is time for me to begin this new chapter in my life.

I want to express my deepest gratitude for the opportunities and experiences I've had while working with such a talented team. I have cherished my time here and appreciate the support I've received throughout my career.

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

Thank you once again for everything. I look forward to staying in touch and hope to see you soon.

Sincerely,

[Your Name]