

John Doe

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City, State, Zip Code

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Date: [Insert Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Retirement Intention

Dear [Manager's Name],

I am writing to formally announce my intention to retire from my position at [Company's Name], effective [Last Working Day, e.g., May 31, 2024]. This decision comes after careful consideration and is in line with my personal plans for the future.

I wish to express my sincere gratitude for the opportunities I have had to grow and develop professionally during my time at [Company's Name]. I am proud to have been a part of such a dedicated team and will cherish the memories and experiences we've shared.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist during this process.

Thank you once again for your guidance and support. I look forward to staying in touch and wish the company continued success in the future.

Warm regards,

John Doe