

Retirement Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Retirement Transition

Dear [Recipient's Name],

I am writing to formally notify you of my decision to retire from my position at [Company Name], effective [Last Working Day]. This decision has not come easily, but after careful consideration, I feel that it is time for me to transition into the next phase of my life.

Over the years, I have truly enjoyed my time at [Company Name] and am grateful for the opportunities I have had to contribute to our team's success. I appreciate the support and camaraderie of my colleagues and will cherish the memories we have created together.

As I prepare for retirement, I am committed to ensuring a smooth transition. I am happy to assist in training my successor and will complete all outstanding projects to the best of my ability.

Thank you once again for everything. I look forward to staying in touch and wish nothing but the best for the team.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]