

# Retirement Announcement

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to formally announce my retirement from [Company/Organization Name], effective [Last Working Day, e.g., June 30, 2024]. After [number] years of service, I have decided to embark on a new chapter in my life.

It has been a privilege to work alongside such talented and dedicated colleagues. I will cherish the memories and experiences we've shared and look forward to staying in touch as I move on to my next adventure.

Thank you for your support and camaraderie throughout the years. I wish everyone continued success.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]