

# Retirement Intent Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Job Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally notify you of my intent to retire from my position at [Company/Organization Name], effective [Retirement Date]. After careful consideration, I have decided that it is time for me to step away and enjoy the next chapter of my life.

I am grateful for the opportunities I have had during my time at [Company/Organization Name] and appreciate the support I have received from my colleagues and management.

I will ensure a smooth transition during my remaining time and will be happy to assist in training my replacement if needed.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]