

Retirement Declaration Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally announce my upcoming retirement from my position at [Company/Organization Name], effective [Retirement Date]. After [Number of Years] years of dedicated service, I have decided it is time for me to embark on a new chapter in my life.

It has been a privilege to work alongside such talented individuals, and I am truly grateful for the support and opportunities I have received during my tenure. I will cherish the memories and experiences gained throughout my career here.

I will ensure a smooth transition and will be available to assist in the handover of my responsibilities before my departure.

Thank you once again for the incredible journey. I look forward to staying in touch.

Sincerely,

[Your Name]