

# Voluntary Retirement Communication

Date: \_\_\_\_\_

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally communicate my decision to voluntarily retire from my position at [Company Name], effective [Retirement Date]. This choice comes after considerable thought and reflection about my future and the direction of the organization.

During my time here, I have enjoyed working alongside an exceptional team and participating in many rewarding projects that have contributed to my personal and professional growth. I am proud of what we have accomplished together and will cherish the memories and friendships fostered during my career.

In preparation for my transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process, whether it's training a successor or providing documentation for my current projects.

Thank you for your understanding and support during this transition. I am optimistic about the future of [Company Name] and look forward to staying in touch.

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]