

Retirement Notice

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Current Date]

To: [Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally announce my retirement from [Your Position] at [Company's Name], effective [Retirement Date].

After [number] years of dedicated service, I have made the decision to retire and spend more time with my family and pursue personal interests.

I am grateful for the opportunities I've had during my time at the company and appreciate the support I've received from you and my colleagues.

In the coming weeks, I am committed to ensuring a smooth transition and will assist in handing over my responsibilities.

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

Sincerely,

[Your Name]