

# Retirement Announcement

Dear [Team/Colleagues/Company Name],

I am writing to formally announce my retirement from [Company Name], effective [Retirement Date]. After [Number of Years] of dedicated service, the time has come for me to embark on a new chapter in my life.

It has been a true privilege to work alongside such talented and supportive colleagues. I have treasured the experiences we shared and the challenges we overcame together. I am proud of the contributions I have made and the relationships I have built throughout my time here.

In my retirement, I look forward to [briefly mention future plans, e.g., spending more time with family, traveling, pursuing hobbies]. I will miss our collaborative spirit and the camaraderie we shared.

Please feel free to keep in touch; my personal email is [Your Email Address]. I wish you all the best for the future and hope to see continued success for [Company Name].

Thank you once again for everything. I will cherish the memories and friendships I have made during my tenure.

Warmest regards,

[Your Name]

[Your Job Title]

[Your Contact Information]