

# Retirement Announcement

Date: [Insert Date]

Dear [Company/Team Name],

It is with mixed emotions that I announce my retirement from [Company Name], effective [Effective Date]. After [Number of Years] years of dedicated service, I feel it is time for me to step into a new chapter of my life.

Working alongside such talented individuals has been one of the greatest privileges of my career. I am grateful for the support, friendship, and collaboration I have experienced during my time here.

I will do my utmost to ensure a smooth transition in my remaining time. I plan to share my knowledge and insights to help my team continue to thrive.

Thank you all for the wonderful memories and experiences. I look forward to staying in touch and wishing you all continued success.

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]