

Retirement Announcement

Dear [Recipient's Name/Team],

I am writing to announce my retirement from [Your Position] at [Company/Organization Name], effective [Retirement Date]. After [number of years] years of dedicated service, I have decided to embark on a new chapter in my life.

Throughout my career at [Company/Organization Name], I have had the privilege of working with incredible colleagues and have built lasting relationships. I am immensely grateful for the support and camaraderie I have experienced during my time here.

I look forward to staying connected with all of you and hope to see you in the near future. Please feel free to reach out to me at [Personal Email or Phone Number].

Thank you for being a part of my journey. I will cherish the memories and experiences we shared.

Warm regards,
[Your Name]
[Your Position]