

Retirement Resignation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my retirement from my position at [Company's Name], effective [Last Working Day, e.g., two weeks from the date above].

It has been a pleasure working with you and the team, and I am grateful for the opportunities I have had during my time here. I look forward to new adventures in this next chapter of my life.

Thank you for your understanding, and I wish [Company's Name] continued success.

Sincerely,

[Your Name]