

# Resignation Letter for Compassionate Retirement

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my retirement from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after much contemplation, as I have decided to focus on my health and spend more time with my family during this significant phase of my life.

Working at [Company Name] has been one of the most rewarding experiences of my career. I am grateful for the opportunities I have had to grow both personally and professionally. I appreciate your support and understanding during this transition.

I am committed to ensuring a smooth handover of my responsibilities and will do everything possible to assist during this period. Please let me know how I can help.

Thank you for the support and friendships I have gained during my time here. I will always cherish the memories we have created together.

Sincerely,

[Your Name]