

Retirement Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally announce my retirement from my position at [Company's Name], effective [Last Working Day, e.g., two months from today]. After careful consideration, I have decided that this is the best time for me to step away and enjoy the next chapter of my life.

It has been a genuine pleasure working with you and the entire team. I am incredibly grateful for the opportunities I have received and the friendships I have made during my time here. I appreciate the support and guidance provided to me throughout my career.

I will do my utmost to ensure a smooth transition and will be happy to assist in training my replacement or tying up any loose ends prior to my departure.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]