

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, typically two weeks from the date above]. This decision has not been an easy one, but after careful consideration, I have decided it is time for me to step down and enjoy my retirement.

I am grateful for the opportunities I have had during my time at [Company's Name]. The experiences and friendships I have developed will always hold a special place in my heart. I appreciate all the support from you and my colleagues throughout the years.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for the many opportunities for personal and professional growth during my time at [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]