

# Retirement Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally announce my retirement from my position at [Company Name], effective [Last Working Day, Date]. After [number of years] years of dedicated service, I have decided to take this step and embrace the next chapter of my life.

I am incredibly grateful for the opportunities I have had at [Company Name]. The support from my colleagues and the positive work environment have made my time here truly enjoyable and fulfilling. I cherish the memories and experiences I've gained and will carry them with me into retirement.

I will do my utmost to ensure a smooth transition over the next [notice period]. Please let me know how I can assist during this time.

Thank you for everything, and I look forward to keeping in touch.

Sincerely,

[Your Name]