

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 hope this message finds you well. 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]. This decision comes after much consideration, and I am excited to embark on this new chapter of my life.

My time at [Company's Name] has been incredibly rewarding. I am thankful for the opportunities to grow professionally and personally, and I cherish the relationships I have built over the years.

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

Thank you once again for your support and guidance throughout my tenure. I look forward to staying in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]