

Retirement Resignation Letter

Your Name
Your Address
City, State, Zip Code
Your Email
Your Phone Number
Date

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, e.g., two months from today]. After [Number of Years] years with the company, I have decided it is time for me to take this next step in my life.

Working at [Company Name] has been a truly rewarding experience. I am grateful for the opportunities I have had to grow professionally and personally, as well as the support from you and my colleagues throughout my career.

I will ensure a smooth transition over the next [Notice Period] and will be happy to help in training my replacement or handing off my responsibilities.

Thank you once again for the support and guidance during my time at [Company Name]. I look forward to staying in touch and wish you and the company continued success in the future.

Sincerely,
[Your Name]