

Subject: Retirement Resignation Notice

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally announce my retirement from my position at [Company Name], effective [Last Working Day, e.g., "two months from now," or specific date].

After much consideration, I have decided that it is time for me to step back and enjoy this new chapter in my life. I am grateful for the opportunities I have had during my time here and appreciate the support from you and my colleagues.

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

Thank you once again for everything. I will cherish the memories and friendships I have made here.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]