

# Retirement Resignation Letter

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 was not easy and took a lot of contemplation. I have enjoyed working at [Company's Name] and am grateful for the opportunities I've had to grow professionally and personally. I appreciate the support and guidance you and my colleagues have provided throughout my career.

During the transition period, I am committed to ensuring a seamless handover of my responsibilities. I will do all that I can to train my successor and complete outstanding projects before my departure.

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

Sincerely,

[Your Name]