

Resignation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 [Company's Name], effective [Last Working Day, typically two weeks from the date above]. After much consideration, I have decided to retire earlier than I previously planned.

I have greatly enjoyed my time at [Company's Name] and am grateful for the opportunities to grow and work with such a talented team. I appreciate all the support I have received throughout my career here.

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

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]