

RETIREMENT RESIGNATION LETTER

_____ [Your Name]
_____ [Your Address]
_____, _____, _____ [City, State Zip]
_____ [Your Phone]
_____ [Your Email]

_____, 20_____

_____ [Recipient Name]
_____ [Recipient Title]
_____ [Company Name]
_____ [Company Address]
_____, _____, _____ [City, State Zip]

Dear _____ [Recipient Name],

Please accept this letter as formal notice of my retirement from the position of _____
[Your Current Job Title] at _____ [Company Name], effective _____,
20_____ [Your Last Day].

After thoughtful consideration, I have made the decision to retire and embark on this new chapter.

I would like to express my heartfelt gratitude for the opportunities and experiences I have had during my time at _____ [Company Name]. Being part of such a dedicated and supportive team has been a true joy, and I am thankful for the many meaningful connections I've made here.

During the transition, I am committed to ensuring a smooth handover of my responsibilities.

I'll remain available at _____ [Your Email] or _____ [Your Phone Number] after my departure, should you need any further assistance.

I wish you and _____ [Company Name] continued success.

Sincerely,

_____ [Your Signature]
_____ [Your Name]

