

# Retirement Resignation Message

Subject: Retirement Notice - [Your Name]

Dear [Manager's Name] and Finance Team,

After [number] rewarding years with [Company Name], I am writing to formally announce my retirement from my position as [Your Job Title]. My last day of work will be [Date], which allows for a [time period] transition period.

Working as an accountant here has been incredibly fulfilling, and I have had the privilege of witnessing the company's growth and success. The relationships I've built and the professional challenges I've overcome have made this journey truly meaningful.

I am committed to ensuring a seamless transition of my responsibilities. Over the coming weeks, I will focus on:

- Completing the [current period] financial close
- Documenting all ongoing processes and procedures
- Training team members on critical tasks
- Finalizing year-end preparations

I want to express my heartfelt gratitude to everyone who has made my career here so enjoyable and successful. I look forward to staying in touch and hearing about the company's continued achievements.

Warm regards,

[Your Name]

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