

Professional Letter of Intent to Retire

Subject: Notice of Intent to Retire

Dear [Manager's Name],

I am writing to formally notify you of my intent to retire from my position as [Your Position] at [Company Name], effective [Retirement Date]. This decision has been carefully considered, and I want to ensure a smooth transition for my responsibilities.

I am willing to assist in the handover process and provide guidance to my successor to maintain continuity. I extend my gratitude for the support and opportunities I have received during my tenure.

Sincerely,

[Your Name]

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