

Heartfelt and Personal Letter of Intent to Retire

Subject: Sharing My Retirement Plans

Dear [Manager's Name],

After much thought, I have decided to retire from my role as [Your Position] at [Company Name], effective [Retirement Date]. My time here has been truly rewarding, and I will cherish the relationships and experiences gained over the years.

I look forward to assisting in any way possible during the transition period. Thank you for your mentorship, guidance, and encouragement throughout my career.

Warm regards,

[Your Name]

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