

Formal Official Retirement Notice Letter

Subject: Official Notice of Retirement

Dear [Manager's Name],

This letter serves as my formal notice of retirement from the position of [Your Position] at [Company Name], effective [Retirement Date]. I am committed to completing all pending tasks and supporting a seamless transition.

I extend my sincere gratitude for the support and professional development opportunities provided during my tenure.

Respectfully,

[Your Name]

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