

Preliminary Retirement Notice Email

Subject: Preliminary Notice of Retirement

Dear [Manager's Name],

I wish to inform you preliminarily that I am planning to retire from my role as [Your Position] at [Company Name], tentatively effective [Retirement Date]. I wanted to share this early so we can plan for a smooth transition.

Thank you for your understanding and support.

Best regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/letter-of-intent-to-retire>