

Formal Retirement Announcement Letter

Subject: Retirement Notice - [Your Name]

Dear [Manager's Name],

After [number] years of dedicated service with [Company Name], I am writing to formally announce my retirement. My last day of work will be [Date], which provides [time period] for transition planning. Working at [Company Name] has been incredibly rewarding. I have had the privilege of witnessing the company's growth, contributing to significant projects like [specific examples], and working alongside exceptional colleagues who have become lifelong friends.

I am committed to ensuring a seamless transition of my responsibilities. Over the coming weeks, I will prepare comprehensive documentation of my current projects, train team members, and assist in selecting and onboarding my successor.

As I prepare for this new chapter of my life, I carry with me countless positive memories and valuable experiences from my time here. I look forward to maintaining relationships with many of you in the years ahead.

Please let me know how I can best support the transition process during my remaining time.

With deep appreciation and warm regards,

[Your Name]

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