

Retirement Acceptance Letter

Dear [Employer's Name],

I am writing this letter to formally notify you of my intention to retire from my position as [Your Position] at [Company Name], effective [Retirement Date]. After [Number of Years] of dedicated service, I have made the difficult decision to retire and begin the next phase of my life.

I want to express my deep gratitude to you and to all of my colleagues for the wonderful opportunities, support, and guidance that I have received during my tenure at [Company Name]. It has been an honor and a privilege to be part of this organization, and I will always cherish the memories and the relationships that I have built here.

In accordance with the terms of my employment contract, I will do everything in my power to ensure a smooth and seamless transition of my duties and responsibilities to my successor. Please let me know how I can best assist you in this process.

Once again, I want to thank you and the entire team at [Company Name] for the amazing experience and the many years of professional growth and personal fulfillment that I have enjoyed here. I look forward to staying in touch and following the continued success of the organization in the years to come.

Sincerely,

[Your Name]