

provisional retirement letter with tentative date

Subject: Tentative Retirement Notice

Dear [Manager's Name],

I would like to provide you with provisional notice of my intention to retire, tentatively scheduled for [proposed date]. While the exact timing may depend on personal circumstances and project completions, I wanted to ensure the company has enough lead time to plan accordingly.

I am committed to working with you on a smooth transition, including training and knowledge transfer for my replacement. Once I finalize the details, I will provide a confirmed retirement date.

Thank you for your understanding and continued support.

Best regards,

[Your Name]

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