

Formal Retirement Letter

Subject: Retirement Notice

Dear [Manager's Name],

I am writing to formally announce my retirement from my position as [Your Position] at [Company Name], effective [Retirement Date]. After [Number of Years] years of service, I have decided it is time to transition into this new chapter of life.

I would like to express my sincere gratitude for the opportunities and support provided during my tenure. I will ensure a smooth transition by completing all pending work and assisting in the handover process.

Thank you once again for your guidance and encouragement over the years.

Sincerely,

[Your Name]

[Your Contact Information]

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