Quick Email Retirement Notice

Subject:	Retirement	Effective	[Date]

Hi [Manager's Name],

Just a quick note to let you know I will be retiring from [Company Name] effective [Retirement Date].

I appreciate all the support and guidance over the years.

Looking forward to finishing my remaining tasks smoothly.

Best,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/retirement-letter