

Government Employee Retirement

Subject: Retirement Notification

Respected [Authority Name],

I hereby submit my formal notification of retirement from my position as [Position] at [Department/Organization Name], effective [Retirement Date]. I have served with dedication and am thankful for the guidance and support extended throughout my tenure.

I shall ensure proper handover of duties and complete all pending official matters prior to my retirement.

Sincerely,

[Your Name]

[Employee ID]

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