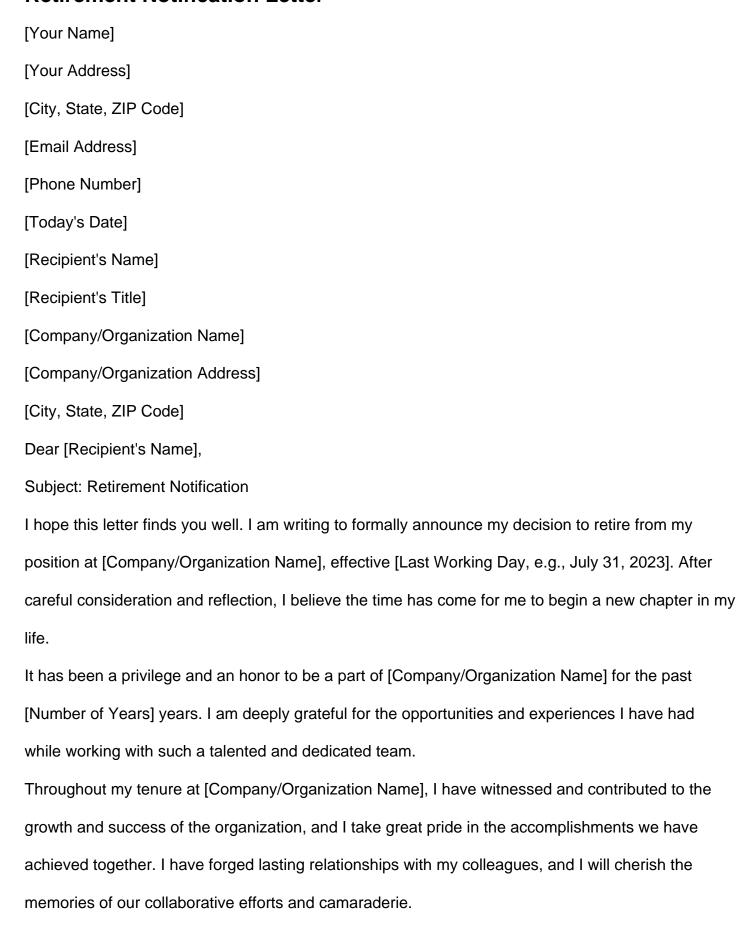
Retirement Notification Letter



As I move into retirement, I am confident that the team is well-equipped to handle any challenges

that may arise. I am committed to ensuring a smooth transition of my responsibilities and will be more than willing to assist in training and onboarding my successor, if required.

Please let me know how I can be of help during this transition period. Additionally, I will ensure that all pending projects and tasks are completed or handed over to my colleagues before my last working day.

I would like to extend my heartfelt gratitude to [Recipient's Name] and the entire management team for their constant support, encouragement, and guidance throughout my career. I have truly valued your leadership and the opportunities provided to me.

Lastly, I would like to express my sincerest appreciation to all my colleagues for making my time at [Company/Organization Name] memorable and enjoyable. The camaraderie and friendships I have formed here will be cherished beyond my retirement.

Though I will be bidding farewell to the daily routine, I intend to remain connected to the [Company/Organization Name] family and participate in any future gatherings or events.

Thank you once again for everything.

Wishing the entire team continued success and prosperity.

Sincerely,

[Your Name]