Retirement Notification Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Retirement Notification

I hope this letter finds you well. I am writing to formally announce my decision to retire from my position at [Company/Organization Name], effective [Last Working Day, e.g., July 31, 2023]. After careful consideration and reflection, I believe the time has come for me to begin a new chapter in my life.

It has been a privilege and an honor to be a part of [Company/Organization Name] for the past [Number of Years] years. I am deeply grateful for the opportunities and experiences I have had while working with such a talented and dedicated team.

Throughout my tenure at [Company/Organization Name], I have witnessed and contributed to the growth and success of the organization, and I take great pride in the accomplishments we have achieved together. I have forged lasting relationships with my colleagues, and I will cherish the memories of our collaborative efforts and camaraderie.

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]

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