

Retirement Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing this letter to formally announce my retirement from my position at [Company Name].

After careful consideration and with a mixture of emotions, I have come to the decision to retire from my role as [Your Job Title], effective [Retirement Date]. This letter serves as my official notice of resignation, in accordance with the company's policies and my employment contract, which requires [Notice Period (if applicable)] notice.

It has been an incredible [number of years] years working with [Company Name], and I am deeply grateful for the opportunities, support, and experiences I have gained during my time here. I have had the pleasure of collaborating with outstanding colleagues and contributing to the growth and success of the company.

The decision to retire was not an easy one, but I feel that the time has come for me to focus on the next chapter of my life. I plan to take this opportunity to spend more quality time with my family and pursue personal interests and hobbies that I have set aside while dedicating myself to my career.

I would like to express my sincere appreciation to you and the entire management team for your guidance and encouragement throughout my tenure. Additionally, I am thankful to all my coworkers

for their camaraderie, collaboration, and support, which have made my time at [Company Name] both productive and enjoyable.

I am committed to ensuring a smooth transition during my remaining time with the company. Please let me know how I can be of assistance in training or handing over responsibilities to my successor.

As per company policy, I will be returning any company property and assets in my possession before my departure. Please inform me about any specific procedures or arrangements for this process.

Once again, I want to express my heartfelt gratitude for the valuable experience I have had at [Company Name]. I will cherish the memories and friendships I have made here for the rest of my life.

Thank you for your understanding and support in this matter. If you have any questions or need further information, please do not hesitate to contact me.

Wishing the continued success and prosperity of [Company Name].

Sincerely,

[Your Name]