

Formal Retirement Resignation Letter

Subject: Retirement Resignation

Dear [Manager Name],

I am writing to formally announce my retirement from my position at [Company Name], effective [Retirement Date]. After [Number] years of dedicated service, I have decided it is time to conclude my professional journey and enjoy the next chapter of my life.

I am grateful for the opportunities, support, and guidance provided throughout my tenure. I will ensure a smooth transition and assist in any way possible during the handover period.

Thank you for everything.

Sincerely,

[Your Name]

[Designation]

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