

Heartfelt Retirement Resignation Letter

Subject: Retirement Notice

Dear [Manager Name],

It is with a mix of emotions that I submit my resignation due to retirement, effective [Retirement Date]. My time at [Company Name] has been incredibly fulfilling, and I will cherish the memories and relationships built here.

I am committed to supporting a seamless transition and ensuring my responsibilities are properly handed over.

With sincere gratitude,

[Your Name]

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