Formal retirement announcement to employer

Subject: Retirement Announcement

Dear [Manager's Name],

I am writing to formally announce my retirement from [Company Name], effective [last working day]. After [number] years of service, I believe it is the right time for me to step into the next phase of life.

Working at [Company Name] has been an enriching experience, and I am deeply grateful for the opportunities and growth I have had here. I appreciate the support, trust, and guidance I have received over the years.

I will ensure a smooth transition of my responsibilities before my departure. Please let me know how I can best assist in handing over my duties.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]

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