

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name]
[Title]
[Company Name]
[Company Address]

Dear [Manager's Name],

Please accept this letter as formal notification that I am retiring from my position as [Your Job Title] at [Company Name], effective [Your Last Working Date].

This has been a difficult decision, but due to ongoing health considerations, I have decided that it is necessary to focus fully on my recovery and personal well-being at this time.

I want to thank you for the opportunities I have had while working with the team. I truly value the experiences I have gained during my tenure with the company.

During my final weeks, I am committed to ensuring a smooth transition. Please let me know how I can best assist in handing over my current projects and responsibilities to other team members.

Thank you for your understanding regarding my health situation and for your support during this transition.

Sincerely,

[Your Signature]

[Your Printed Name]