

Dear Team,

I am writing to share some news regarding my future with [Company Name]. After [Number] years with the organization, I have decided to transition into retirement through a phased approach.

To ensure a smooth handover of my responsibilities, I will be reducing my schedule over the coming months. Starting [Date], my new working hours will be [Description of Schedule, e.g., three days a week]. My final day of employment will be [Final Date].

During this transition period, my primary focus will be on completing current projects and mentoring [Name of Successor/Team Members] to take over my key duties. We are working closely with management to ensure all workflows remain consistent.

It has been a privilege working with all of you. I am incredibly proud of what we have achieved together, and I look forward to supporting the team during this final chapter of my career.

Please feel free to reach out if you have any questions regarding ongoing projects during this period.

Best regards,

[Your Name]
[Your Job Title]