

Dear Team,

I am writing to share some important news regarding my future with [Company Name]. Due to ongoing health challenges, I have made the difficult decision to retire from my position as [Job Title], effective [Date].

This was not an easy decision to make, but it is necessary for me to focus fully on my medical treatment and recovery. It has been a privilege working with such a talented and dedicated group of people over the past [Number] years.

I am proud of the work we have accomplished together, and I will truly miss our daily interactions and the collaborative spirit of this team. I want to thank you all for your support, professional partnership, and friendship during my time here.

During this transition period, [Name/Department] will be the point of contact for my current projects. I am working closely with leadership to ensure a smooth handoff before my departure.

I wish you and the company nothing but continued success in the future.

Sincerely,

[Your Name]  
[Your Title]