

[Your Name]  
[Your Job Title]  
[Date]

Dear [Colleague's Name],

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

It has been a privilege working alongside you for the past [Number] years. I want to express my sincere gratitude for the professional support and the collaborative spirit you have shown during our time together. I have truly valued our professional relationship and the successful projects we completed as a team.

As I prepare for this next chapter, I am focused on ensuring a smooth transition. I will do my utmost to complete my current tasks and hand over my responsibilities to [Successor's Name/Department] before my departure.

I wish you and the organization continued success in the future. I would enjoy staying in touch, and you can reach me at [Personal Email Address] or [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]