

[Your Name]
[Your Job Title]
[Your Employee ID]
[Date]

To: Human Resources Department
[Company Name]
[Company Address]

Subject: Formal Retirement and Letter of Gratitude

Dear Human Resources Team,

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 Date].

As I prepare for this next chapter, I want to express my sincere gratitude to the Human Resources department and the entire organization. I have truly valued my [Number] years with the company. I am grateful for the professional opportunities I have been given and for the support provided by the HR team throughout my career.

Thank you for your guidance regarding my retirement benefits and for making this transition process smooth. I am committed to completing my final tasks and assisting in the handover of my responsibilities before my departure.

I wish the company continued success and hope to stay in touch.

Sincerely,

[Signature]

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