

[Date]

[Recipient Name]

[Recipient Title/Department]

[Company Name]

Dear [Name of Recipient or 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].

It has been a privilege to spend the last [Number] years with this organization. I am incredibly proud of the work we have accomplished together, particularly [mention a specific project or achievement]. I want to express my sincere gratitude for the opportunities I have been given and for the professional support I have received throughout my career here.

The relationships I have built with my colleagues have been the most rewarding part of my tenure. While I am looking forward to this next chapter of my life, I will truly miss our daily collaborations and the shared commitment to our goals.

During my final weeks, I am fully committed to ensuring a smooth transition. I am happy to assist in training my successor, documenting my current processes, and completing any outstanding tasks to help the team move forward seamlessly.

Thank you for making my time at [Company Name] so memorable. I wish you and the company nothing but continued success in the future.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Personal Email Address/Phone Number]