

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally announce my retirement from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After [number] years with the company, I have decided that it is time for me to step away and enjoy the next chapter of my life. This decision was not made lightly, as I have truly enjoyed my time here and appreciate all the opportunities I have been given.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities in an orderly fashion. Please let me know how I can assist during this transition period.

I want to take this opportunity to thank you and my colleagues for the support and encouragement throughout my career. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,

[Your Name]
[Your Job Title]