

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

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

Dear [Manager's Name],

I am writing to formally announce my retirement from [Company's Name], effective [retirement date].

It has been an incredible journey, and I am grateful for the opportunities and support I have received during my time here. I have enjoyed working with you and my colleagues, and I am proud of what we have accomplished together.

I will do everything possible to ensure a smooth transition over the next [notice period, if applicable], and I am happy to assist in training my successor.

Thank you once again for the wonderful experiences and for being a part of my career. I look forward to staying in touch.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]