

[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 [Your Position] at [Company's Name], effective [Last Working Day, e.g., "two months from today, on MM/DD/YYYY"].

After [number of years] years with the company, this decision was not made lightly. I have thoroughly enjoyed my time here, and I am grateful for the opportunities and experiences I have gained.

I will do everything I can to ensure a smooth transition, including assisting in the training of my successor, if necessary.

Thank you for the support and guidance during my time at [Company's Name]. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,

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