

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my retirement from my position at [Company Name], effective [Retirement Date].

It has been a privilege to be a part of [Company Name] for [number of years] years, and I am grateful for the opportunities I've had to grow both professionally and personally during my time here.

I will do my utmost to ensure a smooth transition in the coming weeks and assist in training my successor if needed. Please let me know how I can help during this period.

Thank you for your support and guidance throughout my career. I will cherish the memories and relationships I've built at [Company Name].

Sincerely,

[Your Name]
[Your Job Title]