

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

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

Dear [Recipient's Name],

I am writing to formally announce my plans for retirement, effective
[Retirement Date].

As I approach this significant milestone in my life, I wanted to take the opportunity to express my gratitude for the support and opportunities I have received during my time at [Company/Organization Name].

I am committed to ensuring a smooth transition and will work closely with you and the team in the coming months to wrap up my responsibilities and assist in the selection of my successor.

Thank you once again for everything. I look forward to staying in touch and wish you all the best in the future.

Warm regards,

[Your Name]
[Your Job Title]