

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

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

Dear [Recipient's Name],

I am writing to formally announce my retirement from [Job Title] at [Company/Organization Name], effective [Retirement Date].

As I transition into this new chapter of my life, I want to take a moment to express my gratitude for the opportunities I have had during my time here. [Optional: Mention specific experiences or colleagues that were meaningful.]

In the coming weeks, I am committed to ensuring a smooth transition by completing my current projects and assisting in any way I can to pass on my responsibilities. Please let me know how I can help during this process.

Thank you once again for the support and camaraderie throughout my career. I look forward to staying in touch and will cherish the memories made at [Company/Organization Name].

Warm regards,

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