

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

Dear [Recipient Name],

I am writing to formally announce my retirement from [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

It has been an honor to work with such a dedicated team and to contribute to the success of the company over the years. I am truly grateful for the opportunities I have received and the professional relationships I have built.

I will do everything possible to ensure a smooth transition and assist in training my successor during my remaining time.

Thank you once again for the support and encouragement throughout my career here. I look forward to staying in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]