

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally announce my retirement from my position as [Your Position] at [Company/Organization Name], effective [Last Working Day, e.g., Date].

I have had the privilege of working at [Company/Organization Name] for [Number of Years], and it has been an incredibly rewarding experience. I am grateful for the opportunities I've had to grow professionally and personally, and I appreciate the support from colleagues and management throughout my career.

As I move into this new chapter of my life, I look forward to [mention any plans you have post-retirement, e.g., travel, spending time with family, hobbies].

I am committed to ensuring a smooth transition and am happy to assist in training my successor or wrapping up my responsibilities in the coming weeks.

Thank you once again for the wonderful experiences and memories. I will always cherish my time at [Company/Organization Name].

Warmest regards,

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