

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

Dear Team,

I am writing to formally announce my retirement from [Company Name], effective [Retirement Date]. After [number of years] years of service, I have decided it is time for me to step into a new chapter of my life.

I am truly grateful for the friendships, support, and memorable experiences I have shared with all of you. Working alongside such talented individuals has been a highlight of my career, and I will cherish the memories we have created together.

I hope to stay in touch and look forward to hearing about the continued success of [Company Name] and all of you.

Thank you for everything!

Warm regards,

[Your Name]