

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

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

It has been a privilege to work with you and the team over the years. I appreciate the opportunities for personal and professional growth that I have enjoyed during my time here.

I am committed to ensuring a smooth transition and will complete all outstanding tasks before my departure.

Thank you for your understanding and support. I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]