

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager'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 alongside such a talented team, and I am grateful for the opportunities I have had during my time at the company. I appreciate your support and guidance, and I will cherish the memories I have made here.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities seamlessly. Please let me know how I can assist during this period.

Thank you once again for all the experiences and support. I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]