

[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, effective [retirement date]. As I approach my last day with [Company's Name] on [last working day], I want to take this opportunity to express my heartfelt gratitude for the experiences I have gained during my time here.

Working at [Company's Name] has been a rewarding journey, filled with wonderful colleagues and memorable projects. I appreciate all the support, guidance, and learning opportunities that I have received throughout my [number] years of service.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in the handover process before my departure.

Thank you once again for everything. I look forward to staying in touch and hope to cross paths in the future.

Warm regards,

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