

Resignation Letter Sample for Retirement with Gratitude to Employer

Below is a professional and heartfelt resignation letter template for an employee retiring while expressing gratitude to their employer.

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

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

Dear [Employer's Name],

I am writing to formally announce my retirement from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., June 30, 2024]. This decision comes after much reflection, as I look forward to the next chapter of my life and the opportunities retirement brings.

I want to express my deepest gratitude for the opportunities, guidance, and support you and the entire organization have provided me during my [number] years of service. Working at [Company Name] has been a truly rewarding experience. I have appreciated being part of such a dedicated team and am grateful for the professional growth, knowledge, and friendships I have gained along the way.

I am proud of what we have accomplished together, and I am confident that [Company Name] will continue to thrive in the future. Please let me know how I can assist during the transition to ensure a smooth handover of my responsibilities.

Thank you once again for everything. I will always look back on my time at [Company Name] with fondness and appreciation.

With warmest regards,
[Your Name]

Note: Replace the placeholders (e.g., [Your Name], [Employer's Name]) with your specific details before sending.