

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

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

Dear [Manager's Name],

I am writing to formally announce my retirement from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. After much reflection, I have decided it is the right time for me to retire and begin a new chapter.

I want to take this opportunity to sincerely thank you and the entire team for your unwavering support and encouragement throughout my career here. Working alongside such a talented and collaborative group of colleagues has been an invaluable experience. The teamwork, camaraderie, and positive work environment have played a significant role in both my personal and professional growth.

I am deeply grateful for the trust, guidance, and inspiration provided by management and my teammates alike. These relationships have made my journey at [Company Name] both fulfilling and memorable.

Please let me know how I can help to ensure a smooth transition. I am committed to supporting the team during this period and will do everything possible to transfer my responsibilities effectively.

Thank you once again for the many wonderful years. I will always cherish the experiences and friendships gained at [Company Name]. Wishing continued success to you and the team.

Sincerely,  
[Your Name]