

Simple Resignation Letter Sample for Retirement After Long Service

Please find below a simple template for a resignation letter announcing your retirement after many years of dedicated service.

[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 and to submit my resignation from my position at [Company Name], effective [Last Working Day, e.g., July 31, 2024].

After [number] wonderful years of service, I have decided it is time to retire and focus on the next chapter of my life. I want to express my heartfelt gratitude for the many opportunities and experiences I have enjoyed during my time here. Working at [Company Name] has been both professionally fulfilling and personally rewarding.

I am deeply appreciative of the support and camaraderie shared with my colleagues and the guidance provided by management throughout my tenure. I am more than willing to assist in the transition process to ensure a smooth handover of my duties.

Thank you once again for the support, trust, and encouragement extended to me over the years. I will always cherish my time at [Company Name] and look forward to keeping in touch.

Sincerely,

[Your Name]