[Your Name]

[Your Address]

[City, State Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State Zip Code]

Dear [Mr./Ms. Last Name or Appropriate Title],

After [Number] years of dedicated service to [Company Name], I am writing to formally notify you of my decision to retire from my position as [Your Job Title], effective [Your Intended Last Day of Work].

As I reflect on my tenure with the company, I am filled with a profound sense of gratitude for the opportunities, challenges, and successes that have shaped my professional journey. Working alongside such a talented and dedicated team has been an honor and a privilege, and I will cherish the memories and relationships forged throughout these years.

While the decision to retire was not an easy one, I believe it is the right time for me to embark on this new chapter and pursue personal interests and passions that have been put on hold during my career. I am excited to explore the possibilities that lie ahead, but I will always look back fondly on my time at [Company Name].

During the remaining [Notice Period], I will make every effort to ensure a smooth transition of my responsibilities. I am happy to assist in training my replacement and providing detailed documentation to facilitate a seamless handover process.

Thank you for the support, guidance, and trust you have placed in me throughout my tenure. I wish you and the entire team at [Company Name] continued success in the years to come.

Sincerely,

[Your Handwritten Signature (for hard copy letter)]

[Your Name]