Letter of Intent for Retirement

John A. Smith
123 Maple Street
Anytown, USA 12345
john.smith@email.com
March 4, 2024

Margaret Johnson
Director of Human Resources
XYZ Corporation
456 Oak Avenue
Anytown, USA 12345

Dear Margaret Johnson,

I am writing to formally announce my retirement from XYZ Corporation, effective May 31, 2024. Having dedicated over 30 years of service to the company, this decision comes after much consideration and reflection on my personal goals and priorities at this stage in my life.

Throughout my tenure at XYZ Corporation, I have been privileged to work alongside an exceptional team and contribute to the growth and success of our organization. The experiences I have gained here are invaluable, and I take with me a wealth of memories and lessons learned. It has been an honor to see how our collective efforts have propelled the company forward, and I am proud to have been a part of XYZ's evolution.

In preparation for my departure, I am committed to ensuring a smooth transition. Over the next few months, I plan to work closely with my team and department leaders to delegate responsibilities, share knowledge, and assist in any way to find a suitable

Copyright @ EXAMPLES.COM

replacement, if necessary. My goal is to leave my department in a strong position, ready to continue its contributions to XYZ Corporation without interruption.

I would also like to express my gratitude for the support, mentorship, and opportunities I have received during my time with the company. XYZ Corporation has played a significant role in my professional and personal development, and for that, I am truly thankful.

Please let me know how I can assist in the transition process and any paperwork or formalities that need to be completed. I look forward to discussing this further and ensuring a seamless handover of my duties.

Thank you once again for the opportunity to be a part of XYZ Corporation. I wish the company and all my colleagues continued success in the future.

Warm regards,

John A. Smith

Copyright @ **EXAMPLES.COM**