

# Retirement Resignation Letter to HR Department

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**Linda G. Hernandez**

Chief Financial Officer

**Quantum Innovations Corp.**

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

To the HR Department,

I am writing to formally announce my retirement from Quantum Innovations Corp. as the Chief Financial Officer, effective [Your Last Working Day]. After [Number] years of service, I have decided it's time to turn the page and start a new chapter in my life.

I would like to express my heartfelt thanks to Quantum Innovations Corp. for the opportunities for professional and personal development that you have provided me during my tenure. It has been an honor to work alongside such a dedicated team and contribute to the company's success.

I am committed to assisting with the transition of my responsibilities to ensure a seamless handover. Please let me know the steps I need to take in the coming weeks to facilitate this process.

Thank you once again for the support and encouragement I have received during my time at Quantum Innovations Corp. I am looking forward to staying in touch and watching the company continue to thrive and succeed.

Sincerely,

Linda G. Hernandez