

Retirement Resignation Letter for Employer

Elizabeth Martinez

234 Elm Drive

Anytown, TX 67890

elizabethmartinez@email.com

March 1, 2024

Mr. Alan Cooper

CEO

Innovative Solutions Inc.

567 Business Park Drive

Anytown, TX 67890

Dear Mr. Cooper,

With a heart full of mixed emotions, I hereby announce my retirement from my position as Operations Manager at Innovative Solutions Inc., effective September 30, 2024. Serving Innovative Solutions for over 20 years has been one of the most rewarding experiences of my professional life.

The journey we have embarked on together has been filled with challenges, successes, and invaluable lessons. I am proud of what we have achieved and the obstacles we have overcome as a team. It has been a privilege to work under your leadership and contribute to the company's growth and success.

I am dedicated to ensuring a smooth transition over the next few months. I will work closely with my team and my successor to transfer my duties and share the insights I have gained over the years.

I would like to express my sincere gratitude for the support, mentorship, and opportunities I have received at Innovative Solutions Inc. I am looking forward to this next chapter in my life but will always cherish the memories and friendships made here.

Thank you once again for everything.

Best wishes,

Elizabeth Martinez