

# Retirement Resignation Letter to Boss

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**John A. Smith**

123 Maple Street

Anytown, NY 12345

john.smith@email.com

March 1, 2024

**Ms. Linda Green**

Director of Operations

Innovative Solutions Inc.

456 Oak Avenue

Anytown, NY 12345

Dear Ms. Green,

I am writing to formally announce my retirement from my position as Senior Project Manager with Innovative Solutions Inc., effective April 30, 2024. After much consideration, I have decided that it is time for me to close this chapter in my professional life and begin a new phase of my journey.

I cannot express enough gratitude for the opportunities I have been given at Innovative Solutions Inc. Working under your leadership has been an immensely rewarding experience, and I have learned and grown so much as a result. Your guidance and support have been invaluable to me, and I will carry the lessons I've learned here throughout the rest of my life.

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities efficiently. I am willing to assist in training my successor and will ensure all my projects are up to date before my departure.

Thank you once again for the opportunity to be a part of such a dynamic team and for the faith you have shown in me. I look forward to staying in touch and hope to see Innovative Solutions Inc. continue to thrive and succeed.

Sincerely,

John A. Smith