
Formal Retirement Resignation Letter

Dear [Manager's Name],

I am writing to formally announce my retirement from the role of [Your Position] at [Company Name], effective [Last Working Day].

The span of my service, totaling [Number of Years, e.g., "25 years"], has been a journey of immense learning, growth, and fulfillment. Every project, challenge, and success story here has contributed to my professional tapestry.

I extend my heartfelt gratitude to the entire [Company Name] family for the unwavering support, mentorship, and opportunities. As I look forward to the serenity of retirement, I leave behind a part of my heart with this esteemed organization.

Warmest regards,
[Your Name]