
Long Time Employee Retirement Resignation Letter

Dear [Manager's Name],

It is with a profound sense of reflection and gratitude that I announce my retirement from [Your Position] at [Company Name], effective [Last Working Day]. Having dedicated [Number of Years, e.g., "35 years"] to this esteemed organization, this moment is bittersweet.

From my early days as a [Your Starting Position, e.g., "Junior Analyst"], to my current role, the journey has been nothing short of transformative. I have seen [Company Name] evolve, and I take immense pride in being part of that evolution. The challenges encountered were opportunities in disguise, and every project was a new chapter of learning.

As I bid farewell, I want to express my heartfelt gratitude for the trust, guidance, and opportunities provided to me. I leave behind not just colleagues but a family that has stood by me through thick and thin.

Rest assured, I am committed to ensuring a seamless transition and am available for any guidance or support during the interim.

Thank you for the memories, the lessons, and the journey.

Warmest regards,

[Your Name]