
Retirement Resignation Letter with Notice Example

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], adhering to the stipulated notice period as mentioned in my contract.

The decision to retire has been a contemplative one, balanced with the desire to ensure that I fulfill all my professional obligations and commitments before I bid adieu.

During the notice period, I am dedicated to ensuring that all my projects are handed over seamlessly and that the team is well-prepared to take over. I am also available for any training sessions or discussions that would facilitate this transition.

Thank you for the enriching journey, guidance, and the numerous opportunities to grow and serve.

Sincerely,
[Your Name]