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# Retirement Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

It is with a mix of emotions that I write to formally announce my retirement from [Your Position] at [Company Name], effective [Last Working Day].

My journey of [Number of Years of Service, e.g., "25 years"] with [Company Name] has been one of the most rewarding and transformative experiences of my life. The challenges faced, milestones achieved, and the bonds forged have shaped not just my professional persona but my character.

As I transition into this new chapter, I want to express my deepest gratitude for the opportunities I've been granted, the faith instilled in me, and the countless memories I've gathered here. The lessons learned and the friendships made will remain with me, cherished and treasured, as I step into the realm of retirement.

I am more than willing to assist in ensuring a smooth handover of my responsibilities and to provide guidance and support in any way possible during this transition period.

Thank you, [Company Name], for being more than just a workplace to me. I leave with a heart full of gratitude and look forward to the adventures retirement holds.

Warm regards,

[Your Name]