

Formal retirement announcement

Subject: Retirement Announcement - [Your Name]

Dear [Manager's Name],

After [Number] years of dedicated service with [Company Name], I am writing to formally announce my retirement from my position as [Job Title]. My final day of employment will be [Date].

Reflecting on my time here, I am filled with gratitude for the incredible journey, the professional relationships I've built, and the opportunity to contribute to the company's growth and success.

Working alongside such talented individuals has been one of the highlights of my career.

I am committed to ensuring a comprehensive transition of my responsibilities. I will prepare detailed documentation of my current projects and am available to assist in training my replacement.

Thank you for the trust, support, and friendship you have shown me throughout my tenure. I look forward to staying connected and watching the company's continued success.

With warm regards and best wishes,

[Your Name]

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