

Professional retirement announcement to employer

Subject: Retirement Notification

Dear [Manager Name],

I am writing to formally notify you of my intention to retire from my position at [Company Name], effective [Retirement Date]. After [Number] years of dedicated service, I feel it is the right time to conclude this chapter of my professional career.

I am grateful for the opportunities, experiences, and support I have received throughout my tenure. I am committed to ensuring a smooth transition and will assist in handing over my responsibilities.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Position]

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