

# Letter Of Resignation Retirement

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

**Subject:** Resignation Letter for Retirement

Dear [Recipient's Name],

After much thought and consideration, I am writing to formally announce my retirement and resign from my position as [Your Position] at [Company Name], effective [Last Working Day].

This decision is bittersweet, as [Company Name] has been such an integral part of my life. I am deeply grateful for the opportunities I've had to grow professionally, the incredible colleagues I've had the privilege of working with, and the meaningful contributions we've made as a team.

As I step into this next chapter of my life, I will always carry fond memories of my time here. From [mention a significant project, event, or achievement] to [another positive experience], these moments have shaped both my career and my personal journey.

I am committed to ensuring a smooth transition and am more than happy to assist in transferring my responsibilities or training my successor. Please let me know how I can help during this period.

Thank you for the trust, support, and camaraderie I have experienced throughout my tenure. I wish [Company Name] continued success and growth, and I look forward to staying in touch as I embark on this new phase of life.

With warm regards,  
[Your Full Name]