

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

Subject: Notice of Retirement Resignation for Voluntary Separation

Dear [Recipient Name],

I am writing to formally announce my retirement from my position as [Your Position] with [Company Name], effective [Last Working Day, e.g., two months from today].

After thoughtful consideration, I have decided to voluntarily separate from [Company Name] to begin my retirement. This decision comes after [number] years of dedicated service, and I am grateful for the opportunities for professional and personal growth over the course of my employment.

I am committed to ensuring a smooth transition and will do everything I can to assist in handing over my responsibilities during my remaining time. Please let me know how I can be of further assistance during this period.

Thank you once again for your support, guidance, and encouragement throughout my tenure. I value the relationships and experiences I have gained at [Company Name] and look forward to keeping in touch.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]