

[Your Position]

[Company Name]

[Email Address]

[Phone Number]

[Date]

Subject: Retirement Announcement

Dear Team,

After [X] wonderful years at [Company Name], I want to officially announce my retirement, effective [Last Working Day].

It has been an incredible journey filled with growth, challenges, and many rewarding experiences. I'm proud of what we've achieved together, and I'm truly grateful for the support and camaraderie I've experienced here.

As I look forward to this next chapter, I want to thank each of you for being part of my professional life. [Optional: I will be available to help with the transition in the coming weeks.]

Wishing you all continued success.

Warm regards,

[Your Name]