

*[Your Name]*

*[Address] [City, State ZIP Code]*

*[Email Address]*

*[Date]*

*[Supervisor's Name]*

*[Title]*

*[Company Name]*

*[Address] [City, State ZIP Code]*

*Dear [Supervisor's Name],*

I am writing to inform you of my intention to retire from my position as [Job Title] at [Company Name]. After [number of years] years of dedicated service, I have decided that it is time for me to move on to the next chapter in my life.

I would like to take this opportunity to express my gratitude for the experiences and opportunities I have had while working at [Company Name]. I have truly appreciated the support and guidance I have received from my colleagues and superiors over the years.

My retirement date will be [retirement date]. I will do everything in my power to ensure a smooth transition and to assist with any necessary training or paperwork.

Thank you again for the opportunities and experiences I have had while working at [Company Name]. I wish the company continued success in the future.

*Sincerely, [Your Name]*