

*Date*

*Dear [Supervisor's Name],*

I am writing to inform you of my decision 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.

My retirement date will be [retirement date]. I will do everything in my power to assist with the transition process and ensure a smooth handover of my responsibilities.

I would like to express my gratitude for the opportunities and experiences I have had while working at [Company Name]. It has been an honor to be a part of such a great organization, and I will always cherish the relationships I have built here.

Thank you for your understanding and support.

*Sincerely,*

*[Your Name]*