

*[Your Name]*

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

*[Email Address]*

*[Date]*

*[Receiver's Name] [Title]*

*[Organization Name]*

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

*Dear [Receiver's Name],*

I am writing to inform you that I have decided to retire from my position as [Job Title] at [Organization Name]. My last day of work will be [Date].

I have been honored to have had the opportunity to work for such a fantastic organization for [Number of Years] years. During this time, I have made many valuable connections, both professional and personal, and I am grateful for all of the experiences and opportunities that have come my way.

I wanted to let you know of my plans as soon as possible so that arrangements can be made for my replacement. I am happy to assist with the transition in any way I can and will make sure that my work is up-to-date and well-organized before I leave.

Thank you for your understanding and for the support you have given me throughout my time here. I wish you and the entire organization continued success in the future.

*Sincerely, [Your Name]*