

Here's an example of a retirement resignation letter:

[Your Name]

[Your Address] [City, State ZIP Code]

[Email Address]

[Date]

[Employer's Name]

[Company Name]

[Address] [City, State ZIP Code]

Dear [Employer's Name],

I am writing to inform you of my retirement from my position as [Job Title] at [Company Name]. After [number of years] years of dedicated service to the company, I have decided to retire and pursue other interests.

I would like to express my gratitude to the company and to all of my colleagues for the support and opportunities that I have received during my time here. I am proud of the accomplishments that we have achieved together, and I will cherish the memories and experiences that I have gained during my tenure.

I will work diligently to ensure a smooth transition during my remaining time at the company, and I will be available to assist in any way possible during the transition process. Please let me know if there is anything else that I can do to facilitate the transition.

Thank you for your understanding in this matter.

Sincerely,

[Your Name]