

[Your name]

[Address]

[Email] · [Phone]

[Date]

[Manager name]

[Company]

Dear [Manager name],

I am writing to formally notify you of my intention to retire from my position as [job title], with my last day of work on [date].

It has been a privilege to work at [company] for [number] years. I would be glad to help with the transition and to share what I know with my successor.

Sincerely,

[Signature]

[Your name]