**Resignation Letter Due to Retirement**

To,

Name of the receiver Job title

Company Address Contact details

Date – DD/MM/YYYY Subject ------------

Dear ,

I ------ (mention your name) working as a (mention job title) with your company

since (mention years) would like to inform you about my notice of resignation.

I have had wonderful opportunities working with the company and team. During my work tenure I have worked on several important projects including (mention about the

projects).

Now that my work tenure has come to an end and it’s time for me to retire from my position, I am feeling both sad and happy at the same time.

I will miss the team and the company I have worked with so many years, while I look forward to a new future. I would like the company and every member of the team I have worked with to be a part of my journey.

Kindly, accept my notice of resignation for retirement and complete all the formalities. Yours Sincerely,

Name of the Sender Job Title

Company Address Contact Details