

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

