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YOUR
LOGO

RETIREMENT LETTER FORMAT

[Date]

[Manager's Name]

[Your Company Name]

[Your Company Address]

Dear ,

I am announcing my retirement from [Your Company Name], effective . I am grateful for the opportunities and support I've had while working with such a talented team. I'll ensure a smooth transition by handing over responsibilities and assisting with training if needed. Thank you for the wonderful experiences at [Your Company Name]. I look forward to staying in touch and wish the team continued success.

Best Regards,

[Your Name]

[Your Email]

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