

Heartfelt Resignation Letter

[Your Name]
[1234 Street Address]
[City, State, Zip]

[Today's Date]

[Company Name]
[1234 Street Address]
[City, State, Zip]

Dear [Supervisor's Name],

I am writing to inform you that I will be formally retiring effective [Resignation Date].

I have given considerable thought to this significant decision over the past year, but I feel this is the right time to retire. I am proud to have achieved so much with such fine and respectable peers these past [# of years employed] years.

I sincerely appreciate [Company Name]'s support during my long tenure. Because of our shared accomplishments, I will always consider myself as part of the company. I wish all of my colleagues the best, and am certain that [Company Name] will continue to grow and be successful.

Please let me know when you would like to meet to further discuss my resignation. I'd be happy to provide any additional assistance to enable a smooth transition.

Sincerely,

[Your Signature]
[Your Name]