[DD/MM/YYYY]

Dear Mr/ Ms Name of Official,

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].

I sincerely appreciate [Company's 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 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 assistant to enable a smooth transition. This generally includes the same information as pre- printed stationery but without the additional costs involved.

Sincerely,

Your Signature]

[Your Name]