

# Notice of Resignation Letter Form Sample for Retirement

This **notice of resignation letter form sample** is designed specifically for individuals planning to retire, providing a clear and professional way to communicate their intent. It ensures all essential details are included to facilitate a smooth transition during retirement. Use this template to formally notify your employer and maintain proper documentation.

Employee Details

Full Name:

Position/Title:

Department:

Resignation Notice

Employer's Name:

Date of Notice:

Intended Last Day of Work:

Retirement Letter Message:

Dear [Employer's Name],  
I am writing to formally announce my retirement, effective [Last Working Day]. It has been a privilege to serve as [Your Position] at [Company Name] for [number] years. I am grateful for the opportunities, growth, and support provided during my tenure.  
Please let me know how I can help during the transition period. I wish the team and the company continued

Submit