**Retirement Resignation Letter Template**

Brian Hall

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October 17, 2023

Bianca Vergara

Manager

Acme Corporation

123 Business Rd.

Business City, NY 54321

Dear Ms. Vergara,

I am writing to announce my retirement, effective November 5, 2023.

Reflecting on my 10-year journey with Acme Corporation, I want to express my profound appreciation for the support and opportunities I have encountered during my tenure. The vibrant corporate culture, coupled with the chance for growth and professional development, has made each day a joy as I walked through the doors of this organization.

As I step into this new chapter of retirement, I will carry with me the memories of the wonderful team and company that I have had the privilege to be a part of. The friendships forged here are priceless, and I believe they will endure far into the future.

Should you require any assistance before or after my departure, please do not hesitate to reach out. I am more than willing to contribute in any way possible to ensure a seamless transition for my successor.

With heartfelt regards,

Brian Hall