**Resignation Letter Due to Retirement**

[Your Name]
[Your Address]
[City, State ZIP Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Employer's Name]
[Employer's Address]
[City, State ZIP Code]

Dear [Manager’s Name],

Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date].

I am retiring from my position after [Number of Years] years of service with [Company Name]. It is time for me to move on to the next chapter of my life, and I am looking forward to the opportunities and challenges that retirement will bring.

I am grateful for the opportunities I have had while working at [Company Name], and I appreciate the experience and knowledge gained during my time here. I want to thank you and the entire team for the support and guidance provided throughout my career.

I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition.

Sincerely,

[Your Name]