
Voluntary Retirement Resignation Letter

[Your Name]
[Your Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]

Subject: Voluntary Retirement Resignation

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company/Organization Name], effective [Last Working Date], as I am voluntarily retiring after [number of years] of service.

I have thoroughly enjoyed my time at [Company/Organization Name] and am proud of the contributions I have made. I appreciate the support and opportunities provided throughout my career here and have valued the relationships built along the way.

I am committed to making the transition as seamless as possible, whether it involves completing ongoing projects or assisting with any other requirements during my notice period.

Thank you once again for the incredible experiences and support over the years.

Warm regards,

[Your Name]
[Your Position]
[Contact Information]