
Informal Letter of Retirement

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Manager's Name or Colleague's Name],

I wanted to let you know that I've decided to retire, with my last working day being [date]. It's been an amazing journey, and I've truly appreciated all the support, laughter, and camaraderie we've shared over the years.

Looking back, I can't help but smile at the memories we've created and the projects we've tackled together. I'll always be proud of what we've achieved as a team.

I'm excited about what's ahead, but I'll miss working with you and everyone here. Let's keep in touch – you know where to find me!

Thanks for everything, and I hope we can stay connected.

Warm wishes,

[Your Name]