

RETIREMENT RESIGNATION LETTER

To: _____
From: _____
Subject: _____

I hereby submit my formal resignation from my position at the company, effective as of the agreed retirement date. This decision has been made after careful consideration and with the intent to retire from active employment.

I would like to express my deepest gratitude for the opportunities, support, and experiences that I have received during my tenure. It has been an honor to contribute to the company's success and growth.

To ensure a smooth transition, I am willing to assist in transferring my responsibilities and training my successor, as needed, during the notice period.

I acknowledge that I have been informed about my rights regarding retirement benefits, final compensation, and any other applicable entitlements, in accordance with company policies and United States law.

I confirm that this resignation is voluntary and made without any coercion or undue influence. I understand that this letter is legally binding and enforceable under United States employment law.

Thank you once again for everything. I look forward to maintaining a positive relationship going forward.

Employee's Signature

Employer's Signature

Signature: _____

Signature: _____

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