**Date:**

**To**

**[The Recipient]  
[Designation]**

**Subject: Resignation with Retirement Letter**

Respected CEO,

With mixed emotions and excitement, I hereby submit my resignation with an intention to take retirement from my current position. Now I want to leave my position as marketing manager without any delay. Apart from my profession, I have many other interests that are yet to be explored. Although it seems sudden, honestly, I have been planning to inform you about my resignation with retirement since the time you announced the golden shake hand package. After making such a difficult decision in my life, I am very excited about my future.

Despite my wish to take retirement, I am still grateful to you for all opportunities you provided me to excel in my career growth. The management of this company consistently provided me with the substantial support I have always been looking for. It all contributed to a tremendous increase in my productivity.

I want to leave as soon as possible, if you want me to stay here for some time to train my successor, I will be honored. If you ask me, I recommend my assistant to assume my charge as marketing manager.

I am waiting for your response with the hope to accept my resignation with retirement.

Regards,

Anderson