

[Date]

To all Residents, Property Owners, and Colleagues,

After [Number] rewarding years as your Property Manager, I am writing to formally announce my retirement, effective [Date of Retirement].

It has been a privilege to manage this community. During my time here, my primary goal has always been to ensure a safe, well-maintained, and welcoming environment for everyone. I have truly enjoyed the professional relationships and the personal connections I have built with so many of you over the years.

I want to thank you for your trust, cooperation, and support. Whether we were working through major renovations or daily maintenance, your patience and community spirit made my job truly fulfilling.

The management transition plan is currently underway. Starting [Date], [Name of New Manager or Management Company] will be taking over my responsibilities. You can reach them at [Phone Number/Email]. I am working closely with the team to ensure a seamless handover of all ongoing projects and records.

While I am looking forward to this next chapter of my life, I will sincerely miss this community. I wish you all the very best for the future.

Sincerely,

[Your Signature]

[Your Printed Name]