

# Early Retirement Intention Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to officially inform you of my intention to retire early from my position at [Company's Name], effective [Last Working Day, Date]. After careful consideration, I have decided that it is the right time for me to begin this new chapter in my life.

I would like to express my sincere gratitude for the opportunities I have had during my time with the company. I appreciate the support and encouragement I have received from you and my colleagues throughout my career here.

I am committed to ensuring a smooth transition over the next [Notice Period, e.g., month] and am willing to assist in training my replacement and transferring my responsibilities to ensure that my departure does not disrupt the team's operations.

Thank you again for everything. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]