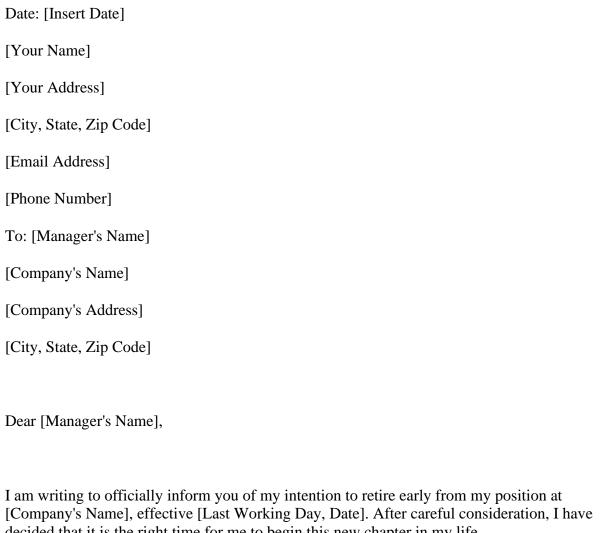
Early Retirement Intention Letter



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]