

Early Retirement Notification

Date: [Insert Date]

To: [HR Manager's Name]

From: [Your Name]

Subject: Early Retirement Notification

Dear [HR Manager's Name],

I am writing to formally notify you of my decision to retire early from my position at [Company Name], effective [Last Working Day, e.g., "two months from today, on December 1, 2023"].

This decision was not easy, and it comes after careful consideration of my personal circumstances. I have greatly enjoyed my time at [Company Name] and appreciate the support and opportunities provided to me throughout my career.

I am committed to ensuring a smooth transition and will do everything possible to assist during the notice period. Please let me know how I can help facilitate this process.

Thank you for your understanding. I look forward to staying in touch after my retirement.

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]