

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally confirm my decision to retire from my position at [Company's Name] effective [Retirement Date]. After careful consideration, I have decided to take this step earlier than anticipated.

I want to express my sincere gratitude for the support and opportunities I have received during my time at [Company's Name]. It has been a privilege to work with such a talented team.

Please let me know how I can assist during the transition process to ensure a smooth handover of my responsibilities.

Thank you for your understanding.

Sincerely,

[Your Name]