

Formal Notice of Early Retirement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Notice of Planned Early Retirement

Dear [Manager's Name],

I am writing to formally notify you of my intention to retire early from my position at [Company Name], effective [Retirement Date]. After much consideration, I have decided to take this step to pursue [brief reason for early retirement, e.g., personal projects, family commitments, etc.].

I have greatly enjoyed my time at [Company Name] and am grateful for the opportunities I have had to grow professionally and personally. I appreciate the support from you and my colleagues throughout my tenure.

Please let me know how I can assist during the transition period and ensure a smooth handover of my responsibilities. I am committed to completing my current projects and will be available to train my successor if needed.

Thank you once again for the support and guidance you have provided during my career at [Company Name]. I look forward to staying in touch in the future.

Sincerely,

[Your Name]