

# Request for Early Retirement Consideration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request your consideration for my early retirement from my position at [Company's Name]. After careful thought and consideration, I believe that this transition would be beneficial for both myself and the organization.

Having been a part of [Company's Name] for [number of years] years, I have cherished the contributions I have made and the relationships I have built. However, due to [briefly state the reason: personal circumstances, health issues, etc.], I feel that stepping down from my role at this time is necessary.

I would greatly appreciate the opportunity to discuss this matter further and explore the potential of an early retirement package that aligns with the company's policies.

Thank you for considering my request. I look forward to your reply.

Sincerely,

[Your Name]