

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name] due to my decision to take early retirement, effective [Last Working Day, typically two weeks from the date above].

It has been a pleasure working with you and the team, and I am grateful for the opportunities and support I have received throughout my tenure. I will do everything possible to ensure a smooth transition during my remaining time here.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]