

Voluntary Early Retirement Announcement

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Voluntary Early Retirement Announcement

Dear [Manager's Name],

I am writing to formally announce my decision to take voluntary early retirement effective [Insert Retirement Date]. After careful consideration, I have concluded that this is the best decision for my personal and professional goals.

Over my [number of years] years at [Company Name], I have greatly enjoyed working with my colleagues and contributing to our projects. I am proud of what we have accomplished together and will cherish the memories and experiences I've gained during my tenure.

I am committed to ensuring a smooth transition and will be happy to assist in the process of handing over my responsibilities to ensure continuity in my absence.

Thank you for the support and opportunities I have received here. I look forward to staying in touch and wish you and the team continued success.

Sincerely,

[Your Name]

[Your Position]