

Resignation Letter for Early Retirement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. After [Number] years of dedicated service, I have decided to retire early to pursue personal interests and enjoy a well-deserved break.

This decision was not made lightly, as I have greatly valued my time at [Company's Name] and the opportunities for growth and development that I have received. I am incredibly grateful for the support from you and my colleagues throughout my career.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to wrap up my current projects and provide assistance in transferring my responsibilities.

Thank you once again for the support and guidance you have provided me during my tenure. I look forward to staying in touch in the future.

Sincerely,

[Your Name]