

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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], effective [Last Working Day, typically two weeks from the date above]. After much consideration, I have decided to pursue early retirement.

This decision was not made lightly, and it comes after a thorough reflection on my career and life goals. I am incredibly satisfied with my time at [Company Name] and grateful for the opportunities and experiences I have had here. Working alongside such talented colleagues and contributing to our projects has been a remarkable chapter in my life.

I appreciate your understanding of my decision, and I hope to help facilitate a smooth transition during my remaining time with the company. Please let me know how I can assist in this process.

Thank you once again for the support and encouragement I have received throughout my tenure. I am looking forward to enjoying my early retirement, but I will always cherish my time at [Company Name].

Warm regards,

[Your Name]