

Resignation Letter for Early Retirement

[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 announce my resignation from [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. After careful consideration, I have decided to take early retirement.

It has been a true honor to work with you and alongside such a talented team. I have cherished my time at [Company Name], and I am proud of what we have accomplished together. I will always carry fond memories of my experiences here.

Although I am retiring, I sincerely hope that we can stay in touch. I would love to hear about the continuing successes of the team and share updates from my new adventures.

Thank you for your understanding and support during this transition. Please let me know how I can help during my remaining time in the office.

Wishing you all the best,

Sincerely,

[Your Name]