

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 [Company's Name] effective [Last Working Day, typically two weeks from the date above]. After careful consideration, I have decided to take early retirement to pursue other personal interests and enjoy more time with my family.

My time at [Company's Name] has been incredibly rewarding, and I am grateful for the opportunities to grow both professionally and personally. I appreciate the support and guidance I have received from you and my colleagues.

I will do everything I can to ensure a smooth transition during the remaining weeks of my employment. Please let me know how I can assist in transferring my responsibilities.

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

Sincerely,

[Your Name]