

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 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 retire early and pursue other interests.

I want to express my heartfelt gratitude for the opportunities I have had during my time here. Working at [Company Name] has not only been a significant part of my professional career but has also enriched my personal life. I appreciate the support, guidance, and encouragement provided by you and my colleagues over the years.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this transition period.

Thank you once again for everything. I am looking forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]