

Resignation Letter for Early Retirement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as I choose to take early retirement.

I appreciate the opportunities for personal and professional growth that have been afforded to me during my time here. I am grateful for your guidance and support and for the incredible colleagues I have had the pleasure to work with.

I will do everything possible to ensure a smooth transition during my notice period, and I am happy to assist in training a replacement if necessary.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]