

# 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 resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. After careful consideration, I have decided to pursue early retirement in order to focus on personal interests that have long been on my mind.

It has been a privilege to work alongside such dedicated colleagues and under your guidance at [Company's Name]. I am grateful for the opportunities I have had to grow professionally and personally during my time here. I will do my utmost to ensure a smooth transition and will complete any outstanding work and assist in training my successor if needed.

Thank you once again for your support and understanding. I look forward to keeping in touch in the future.

Sincerely,

[Your Name]