

# 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]. This decision comes after careful consideration, as I have decided to pursue early retirement due to my upcoming relocation to [New Location].

Working at [Company's Name] has been a rewarding experience, and I am grateful for the opportunities I have had to grow professionally and personally. I value the relationships I have built with the team and appreciate your support during my time here.

I will do everything possible to ensure a smooth transition and will gladly assist in transferring my responsibilities before my departure. Please let me know how I can help make this process easier for everyone.

Thank you once again for the support and opportunities throughout my career. I look forward to staying in touch.

Sincerely,

[Your Name]