

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to formally notify you of my decision to retire early, effective [Last Working Day, e.g., DATE]. After careful consideration, I have decided to take this step to pursue personal interests and spend more time with my family.

It has been a great pleasure working at [Company's Name], and I am truly grateful for the opportunities I've had to grow professionally and personally during my tenure here. I appreciate all the support and guidance I received from you and my colleagues.

In the coming weeks, I will ensure a smooth transition by completing my pending tasks and assisting in the handover of my responsibilities.

Thank you once again for the opportunities and support. I look forward to staying in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]