

Early Retirement Resignation Announcement

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally announce my decision to retire early from my position at [Company Name]. My last working day will be [Insert Last Working Day], allowing for a smooth transition.

This decision was not made lightly, and I am incredibly grateful for the opportunities I've had during my time at [Company Name]. I appreciate the support from you and my colleagues, which has enriched my professional life.

I am committed to ensuring a seamless handover of my responsibilities and will do everything I can to assist during this transition period.

Thank you once again for the support and understanding. I look forward to staying in touch and wish you and the team all the best in the future.

Sincerely,
[Your Name]