

Early Retirement Resignation Letter

[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 announce my decision to retire early from my position at [Company's Name], effective [Last Working Day, e.g., two months from today]. This has been a difficult decision, but after careful consideration, I believe it is the right time for me to move on to the next chapter of my life.

I am incredibly grateful for the opportunities I've had during my time at [Company's Name]. I have enjoyed working with you and the team, and I appreciate the support and guidance provided to me throughout my career.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities and will do everything possible to assist in training my successor.

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

Sincerely,
[Your Name]