

Formal 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 announce my resignation from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. After careful consideration, I have decided to take early retirement.

My time at [Company's Name] has been a valuable and rewarding experience, and I am grateful for the opportunities I've had to work with a supportive team and contribute to our projects.

I will do my utmost to ensure a smooth transition and to complete any outstanding tasks during my remaining time here. Please let me know how I can assist during this period.

Thank you once again for your guidance and support throughout my career. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]